

# Hardware Repair and Maintenance Ticket Form

Instructions: Please fill out this form and attach it to the equipment requiring service.

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## 1. Ticket Information

Ticket Number:  Date Created:   
Priority Level:  Assigned Technician:

## 2. Customer & Contact Information

Customer Name:  Department / Company:   
Phone Number:  Email Address:

## 3. Hardware & Equipment Details

Device Type:  Make / Model:   
Serial Number (S/N):  Asset Tag Number:   
Operating System:  Included Accessories:

## 4. Problem Description & Symptoms

Issue Summary:   
Error Messages/Codes:   
Steps to Reproduce:

## 5. Diagnostics & Repair Action (For Technician Use)

Diagnostics Notes:   
Parts Replaced:   
Resolution Details:   
Final Ticket Status:  Date Completed:

## 6. Signatures & Authorization

By signing below, the customer acknowledges receipt of the repaired hardware and confirms that the described services have been performed.

Technician Signature:  Date:   
Customer Signature:  Date: