

Engineer Service Report Form

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|-------------------------|---------------------|
| Company Name : | PO Reference |
| | |
| Contact Person : | Address |
| | |
| Tel: _____ | Fax: _____ |

| Issue ID | Service Date | Engineer | Service Type |
|----------|--------------|----------|---|
| | | | <input type="checkbox"/> Installation/Project <input type="checkbox"/> AdHoc <input type="checkbox"/> Maintenance |

| Start Time | End Time | Hours Used | Severity Level * | Payment |
|------------|----------|------------|--|---|
| | | | <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C | <input type="checkbox"/> Chargeable <input type="checkbox"/> Not-Chargeable |

| |
|---|
| Status |
| <input type="checkbox"/> Completed <input type="checkbox"/> Continued <input type="checkbox"/> Other: _____ |

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|--------------------------|
| Problem Reported: |
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| Serial Number: | Model: | Description: |
|----------------|--------|--------------|
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|----------------------------|
| Service Performed : |
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Technoally Pte Ltd

Engineer Name & Signature

Customer's Name, Signature & Company Stamp

Service Level "A" Critical (Server/Network Down) "B" Important (AV, Backup etc) "C" Next Business Day Support / Installation