

# Repair Service Proposal Template

Date: \_\_\_\_\_

## Client Information

Name/Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

## Project Details

Service Location: \_\_\_\_\_

Requested Maintenance:

## Scope of Work

Description	Qty	Unit Price	Total
_____	—	_____	_____
_____	—	_____	_____
Subtotal			_____
Tax (%)			_____
Total			_____

## Terms & Conditions

1. Payment terms: \_\_\_\_\_

2. Estimated completion: \_\_\_\_\_

3. Warranty: \_\_\_\_\_

4. Additional notes: \_\_\_\_\_

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Client Signature & Date

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Authorized Representative & Date