

FAULTY EQUIPMENT CHECKLIST

Receiving Checklist (✓ where appropriate)

Self-Check & Quote Request by Owner/Customer			
Presence of scratches		Equipment dismantled	
Presence of dents		Equipment damaged	
Power cord		Equipment functional	
Adapter		Send quote ONLY if cost of repairs > [Rs3000]	
Battery		Repair if cost less or equal to [Rs3000]	
Accessories		Send quote IN ANY CASE	

Note the costs are inclusive of diagnostic fees (if applicable).

Any Other Remarks :

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Customer Name :

Customer Signature : **Date :**

Check by Receiving Technician			
Presence of scratches		Accessories	
Presence of dents		Equipment dismantled	
Power cord		Equipment damaged	
Adapter		Equipment functional	
Battery			

Any Other Remarks :

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