Watch Repair Estimate & Approval Form

KEEP WITH SHOP COPY

Fill in at drop-off. Get and record approval BEFORE doing any work beyond the approved amount.

Ticket #: _____ Date in: _____ Taken in by: _____

Customer name: _____ Phone: _____

OK to contact for approval by: ☐ Call ☐ Text ☐ Email Email: _____

THE WATCH

Brand / model: _____ Serial / ref (if visible): _____

Type: ☐ Quartz ☐ Automatic ☐ Manual wind ☐ Smart / other Running at drop-off? ☐ Yes ☐ No

Condition on arrival (crystal, case, strap/bracelet, crown, missing parts): _____

_____

AT DROP-OFF

Customer's request: _____

Starting estimate $ _____ ☐ Subject to inspection Promised date: _____

Approved to proceed up to $ _____ Over this amount: ☐ Call first ☐ Go ahead

Inspection / estimate fee if declined $ _____ Deposit $ _____

REVISED ESTIMATE (after opening / inspection)

Work needed: _____

_____

New estimate $ _____ Parts needed / wait: _____ New date: _____

CONTACT LOG

Date	Time	Spoke to / left msg	How	Answer	Initials

Final answer: ☐ Approved $_____ ☐ Declined ☐ No response Approval saved (text/email)? Y / N ____

IF DECLINED: RETURNED AS-IS

Case closed back up? ☐ Yes ☐ No Running? ☐ Yes ☐ No Water resistant? ☐ Yes ☐ No ☐ Not tested

I declined the repair and received my watch in the condition described above.

Customer signature: _____ Date: _____

Fee paid $ _____ Returned by (staff): _____

General template only. Check your local rules.

About Watch Repair Estimates

Some repairs can only be priced once we open the watch. We'll contact you for approval before doing any work beyond your estimate.

1. We write your starting estimate on your ticket
2. If the watch needs more, we contact you first
3. You approve or decline. No surprises at pickup

Declined repairs are returned as-is.

Inspection fee if declined: $_____

Please leave a phone number we can reach you at. Thank you!

General template only. Check your local rules.