Queue Number for Service: _____

4750 Eisenhower Avenue.
Alexandria, VA 22304

☐ New Needle(s) in machine

Web Site: www.artisticartifacts.com

Phone: 703-823-0202

Date Received: **Checked in by:** **Date Serviced by Technician:**

Name **Address** **City/County**

Phone Number
Home:
Office/Cell:
E-Mail Address:

Machine Model Number **Serial Number**

Please have customer provide :

☐ 3A/3C buttonhole foot ☐ Power Cord ☐ Foot Control
☐ Bobbin case ☐ Hard case/cover ☐ Large Embroidery hoops and darning foot (if embroidery module is to be serviced)

Other accessories provided:

Standard Checks for Sewing Machines by Technician

☐ Bobbin Winder	☐ Needle Positioning	☐ Presser Foot Position	☐ Feed Dog Position
☐ Bobbin Tension	☐ Upper Tension	☐ Belt Tension	☐ Needle Synchronization
☐ Backrun/Loop Lift	☐ Check Spring Operation	☐ Buttonhole Operation	☐ Decorative stitch Balance
☐ Long/Basting Operation	☐ Clean & Oil	☐ Sewing Sample	

Standard Checks for Sergers by Technician

☐ Needle Height	☐ Needle Plate Position	☐ Lower Looper Timing	☐ Lower Looper Radius
☐ Lower Looper to Needles	☐ Upper Looper Projection	☐ Upper Looper Timing	☐ Upper to Lower Looper
☐ Upper Looper Tension	☐ All Other Tensions	☐ Knife Blade(s) Condition	☐ 3 & 4 Thread Samples
☐ Clean & Oil			☐ Cover sample

☐ **Please do complete Clean, Oil and Adjust (COA)** ☐ **Please do not do COA**

Customer Comments in this block (may continue on Back if necessary)

Description of Work Performed beyond Standard Checks (labor Warranted for 30 Days)

Service Fee	Additional Labor (if any)	Parts Costs	Taxes (parts only)	Total Charges