

Queue No. for Service: \_\_\_\_\_



4750 Eisenhower Avenue  
Alexandria, VA 22304

www.artisticartifacts.com  
703-823-0202

<b>Date Received by Store:</b>		<b>Date Serviced by Technician:</b>		
<b>Name</b>		<b>Address</b>		<b>City</b>
<b>Phone Number:</b>		<b>E-mail Address:</b>		
<b>Machine Model Number:</b>		<b>Serial Number:</b>		
<p><b><u>Please have customer provide :</u></b>    <input type="checkbox"/> 3A/3C buttonhole foot    <input type="checkbox"/> Power Cord    <input type="checkbox"/> Foot Control  <input type="checkbox"/> Bobbin case    <input type="checkbox"/> Case/cover    <input type="checkbox"/> Large Embroidery hoops and darning foot  <input type="checkbox"/> Zig-zag needle plate    (if embroidery module is to be serviced)</p>				
<b>Other accessories provided:</b>				
<input type="checkbox"/> Please do complete Clean, oil and Adjust (COA) <input type="checkbox"/> Please do not do COA <b><u>Customer Comments in this block (may continue on back if necessary)</u></b>				
<b>Standard Checks for Sergers by Technician</b>				
<input type="checkbox"/> Needle Height	<input type="checkbox"/> Needle Plate Position	<input type="checkbox"/> Lower Looper Timing	<input type="checkbox"/> Lower Looper Radius	
<input type="checkbox"/> Lower Looper to Needles	<input type="checkbox"/> Upper Looper Projection	<input type="checkbox"/> Upper Looper Timing	<input type="checkbox"/> Upper to Lower Looper	
<input type="checkbox"/> Upper Looper Tension	<input type="checkbox"/> All Other Tensions	<input type="checkbox"/> Knife Blade(s) Condition	<input type="checkbox"/> 3 & 4 Thread Samples	
<input type="checkbox"/> Clean & Oil		<input type="checkbox"/> Cover sample	<input type="checkbox"/> New Needle(s) in machine	
<b>Standard Checks for Sewing Machines by Technician</b>				
<input type="checkbox"/> Bobbin Winder	<input type="checkbox"/> Needle Positioning	<input type="checkbox"/> Presser Foot Position	<input type="checkbox"/> Feed Dog Position	
<input type="checkbox"/> Bobbin Tension	<input type="checkbox"/> Upper Tension	<input type="checkbox"/> Belt Tension	<input type="checkbox"/> Needle Synchronization	
<input type="checkbox"/> Backrun/Loop Lift	<input type="checkbox"/> Check Spring Operation	<input type="checkbox"/> Buttonhole Operation	<input type="checkbox"/> Decorative stitch Balance	
<input type="checkbox"/> Long/Basting Operation	<input type="checkbox"/> Clean & Oil	<input type="checkbox"/> Sewing Sample	<input type="checkbox"/> New Needle(s) in machine	
<b>Description of Work Performed beyond Standard Checks (labor warranted for 30 days)</b>				
<b>Service Fee</b>	<b>Additional Labor (if any)</b>	<b>Parts Costs</b>	<b>Taxes (parts only)</b>	<b>Total Charges</b>