



Deliver to: 16-18 Maxwell St,
 Dandenong, VIC, 3175
 Mailing Address: PO Box 4413,
 Dandenong Sth B.C., VIC, 3164
 Ph: +61 3 9792 2243 Fax: +61 3 9793 7343
 Email: accounts@microteceng.com.au

Microtec Engineering: Job on arrival / over the phone – Check List

Client	
Contact / Phone No/ Email	

Component / Machine make	
Make / Model / Serial No	

Detailed description of the fault	
Fault Codes	
Any repair attempts.	

Suspected cause of fault.	
Have you had contact with a Microtec employee?	
Other comments:	

Office Use Only:

Job card / number - made in Smart Trade?	
Has the client been sent job number / booking details	
Documented by employee:	

Client has been made aware we charge one hour of labour to evaluate/troubleshoot the component. After this time we may be able to provide some sort of a quote/plan.

Customers Signature _____