

Service report

Avo Maintenance | Fictional worked example

FICTIONAL EXAMPLE

REPORT NO SR-DEMO-001	REPORT DATE 26 Sep 2026	QUOTATION REF OPTIONAL -	INVOICE REF OPTIONAL -
CLIENT Example Offices	SITE OR LOCATION Pantry, level 2	EQUIPMENT OR ASSET Pantry tap	TECHNICIAN Alex Tan (fictional)

JOB STARTED DATE AND TIME 26 Sep 2026 09:10	JOB COMPLETED DATE AND TIME 26 Sep 2026 09:45
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REPORTED ISSUE
Tap continued dripping after the handle was fully shut.

FINDINGS
A worn washer was found during inspection. No other issue was recorded.

WORK COMPLETED
The washer was replaced and the tap was reassembled.

CHECKS AND FOLLOW-UP
The tap was opened and closed 3 times. No dripping was observed at the time of the visit. No further work was recorded.

PHOTO PLACEHOLDER - BEFORE No photo included in this fictional example Caption: Before-service image would be attached here	PHOTO PLACEHOLDER - AFTER No photo included in this fictional example Caption: After-service image would be attached here
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PREPARED BY Name: Alex Tan (fictional) Position: Service technician Date: 26 Sep 2026 Signature: _____	CLIENT ACKNOWLEDGEMENT Status: Pending - left blank for customer completion Name: _____ Date: _____ Signature/stamp: _____
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