

Field service report

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REPORT NUMBER / DATE / TECHNICIAN

CUSTOMER / CONTACT / SITE

REPORTED ISSUE / REASON FOR VISIT

FINDINGS / OBSERVATIONS

WORK PERFORMED

PARTS AND MATERIALS / TIME ON SITE

OUTCOME / REMAINING WORK / FOLLOW-UP

CUSTOMER ACKNOWLEDGEMENT / NAME / DATE

General work record. Use any required trade, manufacturer or contract forms alongside it.

Field service report

COMPLETED EXAMPLE - FICTIONAL DATA

REPORT / VISIT

FS-014 / 15 September 2026

CUSTOMER / SITE

Example Workshop / loading bay

REPORTED ISSUE

Door handle loose during daily use

WORK PERFORMED

Tightened the accessible handle fixings; checked operation with the site contact.

PARTS / TIME

No replacement parts / 35 minutes

OUTCOME / FOLLOW-UP

Handle secure at handover. Contact to monitor for movement.