

Queue Number: _____

www.artisticartifacts.com | 703-823-0202

Date Received — checked in by (staff name or initials):	Date Serviced by Technician:
Name:	Address/City:
Phone Number:	E-Mail Address:
BERNINA Model Number:	Machine Serial Number:

Please have customer provide :

<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"/> Hard case/cover	<input type="checkbox"/> Large Embroidery hoops and darning foot (if embroidery module is to be serviced)

Other accessories provided:

Do complete a Clean, Oil and Adjust (COA) Do not complete COA



NOTE: Your BERNINA model's firmware must be up to date. If you have not updated it prior to dropping your machine off, our technicians will do so, which adds a \$25 charge to COA and/or other service costs.

Customer Comments *(may continue on back if necessary)*

Standard Checks for Sewing Machines by Technician

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|-------------------------------------------------|-------------------------------------------------|------------------------------------------------|----------------------------------------------------|
| <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"/> Sample | <input type="checkbox"/> New Needles(s) in machine |

Standard Checks for Sergers by Technician

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|-------------------------------------------------|-------------------------------------------------|---------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Needle Height | <input type="checkbox"/> Needle Plate Position | <input type="checkbox"/> Lower Loper Timing | <input type="checkbox"/> Lower Loper Radius |
| <input type="checkbox"/> Lower Loper to Needles | <input type="checkbox"/> Upper Loper Projection | <input type="checkbox"/> Upper Loper Timing | <input type="checkbox"/> Upper to Lower Loper |
| <input type="checkbox"/> Upper Loper 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"/> Sewing sample | <input type="checkbox"/> New Needle(s) in machine |

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

Service Fee	Add'l. Labor (if any)	Parts Costs	Taxes (parts only)	Total Charges
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