

SERVICE/REPAIR CHECK-IN FORM

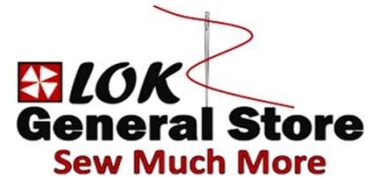
LOK GENERAL STORE LLC

623 W Elnora St., Odon, IN 47562

Email: lokgeneral@hotmail.com

Ph: (812) 636-0196

Visit us on the web: www.lokgeneral.wix.com/lokgeneral



STEP ONE: ENTER YOUR NAME AND CONTACT INFORMATION

NAME			DATE	
ADDRESS			HOME/WORK PHONE	
CITY	STATE	ZIP	CELL PHONE	
EMAIL ADDRESS			☐ SIGN UP FOR EMAIL NEWSLETTER <i>Recieve a \$5 Coupon for Signing Up!</i>	
PLEASE PRINT CLEARLY				
CONTACT PREFERENCE: ☐ PHONE ☐ TEXT ☐ EMAIL ☐ US MAIL				

STEP TWO: YOUR PRODUCT INFORMATION

MAKE (BRAND)	MODEL #	SERIAL #
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SELECT WHAT TYPE OF MACHINE YOU ARE CHECKING IN.

- ☐ SEWING MACHINE
☐ SERGER
☐ EMBROIDERY MACHINE
☐ OTHER _____

SELECT WHAT ACCESSORIES YOU ARE CHECKING IN WITH YOUR MACHINE. (We need your bobbin case to properly set the tension on your sewing machine).

- ☐ FOOT CONTROL ☐ BOBBIN CASE ☐ CARRY CASE
☐ POWER CORD ☐ BOBBIN ☐ PRESSER FOOT
☐ EMBROIDERY ARM ☐ MANUAL
☐ OTHER _____

STEP THREE: TELL US WHY YOU ARE BRINGING IN YOUR PRODUCT

Please describe your problem(s) or what you would like done in this box.

- ☐ Not really a problem. Just give my sewing machine or serger a tune-up (*FU \$65.00).
☐ Not really a problem. Just give my sewing machine or serger a tune-up (*NFU \$75.00).

embroidery machines/modules are extra and must be quoted.

* FU = Purchased From Us. NFU = Not Purchased From Us. Any parts or special work needed will be in addition to the standard service rate.

STEP FOUR: REPAIR ESTIMATE PREFERENCE

(Check the appropriate box):

- ☐ Contact me with an estimate before doing any work.
☐ Proceed with repairs if under \$200, otherwise contact me.
☐ Proceed with any work needed.

STEP FIVE: PAYMENT/PICK-UP/SHIPPING

(Check the appropriate box):

- ☐ I will pay by cash or check at the time of pick up.
☐ *I will pay by credit card at the time of pick up.
☐ I will pay by check or card and wish to have the repaired machine shipped back to me. (You will receive an invoice by usps or email detailing all charges. We need payment of work completed prior to return shipping of repaired machine).

STEP SIX: DROP OFF OR SHIP

Drop off or ship to: LOK General Store LLC, 623 W Elnora St., Odon, IN 47562

If shipping, please make sure it is packed well. Original box and packing is the best.

**a transaction fee is added to all credit card payments.*

