**维修单**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **报修部门** | |  | | **报修人** |  | | | **报修时间** | **年 月 日 时** | | | | | | |
| **需要维修**  **地点症状** | |  | | | | | | | | | | | | | |
| **接 待 人** | |  | | **维修人** |  | | | **维修时间** | **年 月 日 时至 月 日 时** | | | | | | |
| **维修情况**  **评 估** | |  | | | | | | | **验收人** | |  | | **经费**  **主管** |  | |
| **材料费** | **名称** |  |  | | |  |  | | |  | |  | | |  |
| **单价** |  |  | | |  |  | | |  | |  | | |  |
| **合计** |  |  | | |  |  | | |  | |  | | |  |
| **人工费** | **项目** |  |  | | |  |  | | |  | |  | | |  |
| **单价** |  |  | | |  |  | | |  | |  | | |  |
| **合计** |  |  | | |  |  | | |  | |  | | |  |
| **费用合计** | |  | | | | **备注** |  | | | | | | | | |

**维修单**

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| **报修部门** | |  | | **报修人** |  | | | **报修时间** | **年 月 日 时** | | | | | | |
| **需要维修**  **地点症状** | |  | | | | | | | | | | | | | |
| **接 待 人** | |  | | **维修人** |  | | | **维修时间** | **年 月 日 时至 月 日 时** | | | | | | |
| **维修情况**  **评 估** | |  | | | | | | | **验收人** | |  | | **经费**  **主管** |  | |
| **材料费** | **名称** |  |  | | |  |  | | |  | |  | | |  |
| **单价** |  |  | | |  |  | | |  | |  | | |  |
| **合计** |  |  | | |  |  | | |  | |  | | |  |
| **人工费** | **项目** |  |  | | |  |  | | |  | |  | | |  |
| **单价** |  |  | | |  |  | | |  | |  | | |  |
| **合计** |  |  | | |  |  | | |  | |  | | |  |
| **费用合计** | |  | | | | **备注** |  | | | | | | | | |