

Action Sewing Machine Service Request Form

Customer Name: _____

Email: _____

Address: _____

Phone number where best reached: _____

Machine Make & Model: _____

Basic Service Fee: **\$85**

**This fee applies to basic sewing machines; more advanced machines (like embroidery machines) will require additional fees. Please provide the basic fee when dropping off your machine, and Joe Phillips will contact you regarding any additional required fees.*

Diagnostic Fee (if not serviced): **\$35**

*Cash or Check payment is acceptable - please make checks payable to **Action Sewing Machine Service**. Payment must be provided with this form for sewing machine maintenance and repair to be completed. Joe Phillips can be reached at (770) 378-4260.*

Please describe any issues that you are having with your machine:

What to bring along with your machine:

- Foot pedal
- Power cord
- Bobbin case
- Bobbin
- Zigzag needle plate
- Zigzag presser foot
- White thread on bobbin (use thread that you normally use)
- Medium shade of thread on the machine

For embroidery machines, also bring:

- Embroidery foot
- 2 of the small hoops

*Disclaimer: Tiny Stitches Quilt Shop provides space for servicing machines as a convenience to our customers. This business transaction is solely between **Action Sewing Machine Service** and the above customer. Tiny Stitches does not accept responsibility or liability for any issues resulting from this business transaction. Customers are responsible for arrangements regarding delivery and pickup of their machines; Tiny Stitches employees cannot assist customers with machines for liability reasons.*