

Computer Repair
Work Order Form Complete a form for each item to be repaired

Customer Name _____ Customer NetID _____
(This computer is used by whom? Specify a person's name. If lab, specify Lab name, bldg/room) (username)

Contact Person _____ Contact NetID _____
(full time person-who do we contact ?) (username)

Signature: _____ Today's Date: _____

Department: _____ Phone: _____

Computer Admin Password (state "none" if none): _____

Type of equipment: desktop computer laptop computer monitor printer other _____

Brand: _____ (Dell, Apple, HP etc.) Model: _____

Serial #: _____ Asset tag # (if present): _____

Description of problem or work to be done:

Initial Notice: Customers are responsible for their own data. We take no responsibility for data here: loss. When possible, we attempt to assist customers who have failed to make proper backups, but can make no promises concerning recovery of data. In other words - you should routinely backup your data in case you have equipment problems.

If necessary, may we delete all files (data and software programs) in order to re-install the operating system and make the computer functional again? yes no

Would you like the standard software image installed? yes no

Include power supply if laptop or printer yes no

Equipment/software checked in with item(s): _____

Equipment under manufacturer's warranty: yes no don't know

Equipment under CRC contract: yes no don't know

If not under warranty OR on CRC contract: Call with estimate just fix it Call if over \$ _____