

Computer Intake Form		Date Received	Date Expected	Date Completed	Tracking		
Repair Authorized By:		Engineer/Technician Performing Work:					
Name:		Bob Williamson					
Telephone:							
Cell:		227-4964					
E Mail:		<a href="mailto:itsupport@williamsonit.ca">itsupport@williamsonit.ca</a>					
Equipment Provided For Repair:							
Hardware	Item	Rec'd	Description				Status
	Laptop		Model:	S/N:		<input type="checkbox"/> OK <input type="checkbox"/> Failed	
	Case		Type:				<input type="checkbox"/> OK <input type="checkbox"/> Failed
	Motherboard		Manufacturer:	S/N:		<input type="checkbox"/> OK <input type="checkbox"/> Failed	
	CPU		Type:				<input type="checkbox"/> OK <input type="checkbox"/> Failed
	Memory		Type:	Amount:		<input type="checkbox"/> OK <input type="checkbox"/> Failed	
	Hard Drive		Model:	Size:	Model:	Size:	<input type="checkbox"/> OK <input type="checkbox"/> Failed
	Optical Drive		Model:	Speed:	Model:	Speed:	<input type="checkbox"/> OK <input type="checkbox"/> Failed
	Graphics Card		Model:				<input type="checkbox"/> OK <input type="checkbox"/> Failed
	Sound Card		Model:				<input type="checkbox"/> OK <input type="checkbox"/> Failed
	Power Supply		Size:				<input type="checkbox"/> OK <input type="checkbox"/> Failed
	Monitor		Model:	S/N:		<input type="checkbox"/> OK <input type="checkbox"/> Failed	
	Mouse		Type:				<input type="checkbox"/> OK <input type="checkbox"/> Failed
	Keyboard		Type:				<input type="checkbox"/> OK <input type="checkbox"/> Failed
Other						<input type="checkbox"/> OK <input type="checkbox"/> Failed	
Software	Software Title		Version	License Key			
	OS:						
	Antivirus:						
	Browser:						
	Office:						
	Original OEM or Recovery Disk:						
	1.						
	2.						
	3.						
	4.						
5.							
6.							
Passwords	Password						
	OS:						
	E-Mail:						
	1.						
2.							
3.							
Notes							

Description Of Problem	Description Of Problem	

Repair Instructions	Repair Instructions	
	<input type="checkbox"/> 1. Please examine the system and contact the computer owner before making any modifications to the machine. OR ... <input type="checkbox"/> 2. Please install the following software: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ <input type="checkbox"/> 3. Please replace the following hardware: 1. _____ 2. _____ 3. _____ 4. _____ <input type="checkbox"/> 4. Please repair the OS. The computer owner authorizes the following: <input type="checkbox"/> Removal of any application program <input type="checkbox"/> Removal of any antivirus software <input type="checkbox"/> Replacement of the entire OS **	Other Repair Instructions

Important Reminders	Important Reminders **	
	1. You must ensure that ALL of your data (e-mails, contact lists, Favorites, passwords and account information for e-mail clients, personal files, License Keys, program disks etc.) have been backed up on separate media. Technicians cannot be held liable for lost data or programs that can no longer be run because of lost information or disks . 2. The final responsibility for all program activations lies with the computer owner. 3. Absolutely no software will be installed (including the OS) without original disks and license keys. 4. Please note that if the OS is replaced on a computer, EVERY program and data file will be erased. The computer will be as it was when it was first purchased. 5. Unless otherwise agreed upon, it will be the responsibility of the computer owner to re-install any non-OS related programs that were removed from the computer for the purpose of repairs.	

I have read, understood and agree to be bound to the above terms.      Computer Owner: \_\_\_\_\_  
Dated: \_\_\_\_\_