

Computer Repair Ticket

Location: _____

Department: _____

Contact Person: _____ Phone Number: _____

If Necessary, Account code for part order and shipping: _____

Note: No parts will be ordered without contact person's permission.

Computer information

Serial Number _____ OS Version: _____

Family Number: _____ Processor/RAM/Harddrive: _____

Model: _____ Password: _____

Items sent with computer (please check mark items):

_____ Power Supply	_____ Software: _____
_____ Key Board	_____ Other: _____
_____ Mouse	_____ Other: _____
_____ Airport Card	_____ Other: _____

Type of problem: _____

What do you think the problem is and what did you do to attempt to fix it

Other Notes: _____

***** To Be Completed by Repair Center *****

Date Received: _____ Date Completed and sent: _____

Tech Notes: _____

Problems/Solution: _____

Parts Ordered: _____ Called Contact person: _____

PO #: _____ Date/Time: _____

Costs: _____