

DROP OFF FORM

Date of customer visit: _____

★ **CUSTOMER NAME:** _____

★ **PHONE #:** _____

★ **ADDRESS:** _____

★ **EMAIL:** _____

★ **PRODUCT NAME:** _____ **Case #(Apple Only):** _____

SERIAL #: _____

PASSWORD: _____

★ **YOUR DESCRIPTION OF THE PROBLEM :**

★ **Accessories Supplied:**

In Warranty?

By signing I agree to the terms and conditions described below:

- 1. A minimum charge will apply to all non-warranty repairs. This minimum charge will also apply to troubleshooting if repairs are declined.
- 2. Liquid spills will void a manufacturer's warranty. Evidence of a liquid spill will dictate that the repair is non-warranty and a minimum charge will apply.
- 3. Technical Services will attempt to protect data integrity but is not responsible for any data loss or corrupted data.
- 4. All hard drives repaired under warranty must be returned to the manufacturer.
- 5. Technical Services is not responsible for any customers unit that is left longer than 30 days unless written otherwise.

Customer Signature:

Tech: _____ University owned equipment/faculty(personal)/student/alumni/staff/non-university

PARTS REPLACED:

WORK DONE / COMMENTS:

REPAIR #:

WORK ORDER #:

CASE #:

CS CODE:

Escalation:

MEXT:

Unit diagnosed on: _____

Inspection Notes: _____

Part order date: _____

Unit drop off date: _____

Unit repaired/finished on: _____

Customer contacted: _____

Model / ASD: _____