

Computer Repair Form

Name (print): _____ Signature: _____

Group/Day: _____ Contact Number _____

(student initials) All personal/school related files have been saved elsewhere.

(student initials) I will reload Microsoft Office 2007, all programs/software applicable to my Baker class(es), as well as the Symantec Antivirus found on My Portal.

Problem (details to be written by student):

Accepted By: _____ Date: _____

Laptop Series: _____ Serial Number: _____

Equipment Left with Laptop:

Laptop _____ Battery _____ Power Cord _____ Charger _____

Software _____ Recovery Software _____ Bag _____ Box _____

In House Action Taken:

ERA Sign: _____

Date Sent to OP: _____

OP Action Taken:

Technician Sign: _____

Date received back from OP: _____