

Computer Repair Request Form

Geoffrey Rickaby
809 Lina Street
Mayville, WI 53050
(920) 644-2007

PLEASE READ BEFORE TURNING IN YOUR SYSTEM

Make sure that you have any CDs or cables that came with the system at the time of turn in. Failure to turn in these item may result in the delay of your repair. Imagine taking your car in for service and not leaving the keys, its the same thing!

Customer Information

Name: _____ Phone: _____
Address: _____ Email: _____
City: _____ State: _____ Zip: _____

Information About Your PC

Desktop PC Model: _____
 Laptop PC Serial Number: _____
 Other (Please Specify Below) Operating System: _____
_____ Date Purchased: _____

Service Requested:

- Cleaning
- Computer Repair
- Hardware Install
- Virus Removal

Tell us, what's wrong?

What is wrong with the PC? Be as detailed as possible.

Things to mention:

- *Crashes, or system freeze
- *Error messages
- *New programs installed
- *New hardware or accessories installed.
- *Anything you may have tried to repair the problem already.

In bringing my personal computer for maintenance or repair to Geoffrey Rickaby, I understand and agree to the following:

- * Geoffrey Rickaby does not accept responsibility for any damage to my computer's hardware or peripheral devices.
- * Geoffrey Rickaby does not accept responsibility for backing up any data or installed software applications that may be on my computer's hard drive. I am responsible for making sure that any critical data is backed up before bringing my computer to Geoffrey Rickaby and for providing copies of any licensed software if necessary.
- * I acknowledge that Geoffrey Rickaby will work on my computer as soon as possible after I bring it in.
- * When I drop off my computer, Geoffrey Rickaby will give me an estimate of when the repair or maintenance will be finished. If this estimate changes, the technician will notify me at the phone number or email address listed above.
- * When I pick up my computer, I will make sure that I also pick up all peripheral devices and media, and I will not hold Geoffrey Rickaby responsible for the subsequent loss of any items that I may leave behind.
- * Geoffrey Rickaby will work on my computer to the best of his abilities; however Geoffrey Rickaby does not guarantee that he will be able to solve the problem or problems that my computer is experiencing.

Signed By Date: _____