System Check In Sheet



Name:	Phone Number:	
Company Name:	Cell Number:	Parentheses Needed 573555555
Address:	E-mail address:	
Detailed Description of the Problem:		
I do not expect Personalized Computers to fix any	problems that are not listed above (Ini	tial):
Other Items left with the Computer:		
☐ Desktop ☐ Laptop ☐ Other	☐ Diagnosis	□ Upgrade □ Repair
• Does the computer require a Password to access the	e profile? User Name:	
	Password or PIN:	
Please read over the following:		
Labor rates are as follows: Total costs of services ar	re available via the "List of Services." Otl	nerwise, if a service is not covered by the
list, then the labor rate is: \$60 per hour billed by the 1	/ ₂ hour with a minimum bench fee of \$35.	00
We do offer OPTIONAL Expedite services: (Neither service guarantees completion within a set time, only that the diagnosis will take place sooner.)	☐ Same Day (Before 3:00 P.M.) (Moved to the front of the que	Additional \$50.00 added to the bill. eue)
	☐ When You Walk IN (Placed on the bench immed	Additional \$100.00 added to the bill.

* We reserve the right to charge a \$25.00 Physical Cleaning fee if it requires cleaning in order to effectively complete the service.

^{*} If we are unable to access the system due to the Password not being supplied, the password will be changed to access the system, and a \$20.00 charge will be added to the bill in order for the technician to fulfill the work in a timely manner.

Does the computer have important data on it; i.e. accounting, word documents, etc.?	Yes□ No□		
● Do you have a backup of your important data? Yes□ No□			
● Do you want P.C. to perform a data backup? Yes□ No□	99.00 to perform a Data Backup. Plus any additional Media Needed.		
If reformatting is required, would you like us to install your software programs?	Yes□ No□ \$50.00 per Title.		
* If we are reinstalling software, i.e. (Operating System and or Programs) we will need all software			
with the required installation keys / codes.			
 Personalized Computers reserves the right to assess a fee of \$129.00 for any computer that is infected with Viruses. This charge is for virus removal, which will need to occur prior to continued work on the computer. Viruses can be very destructive to an operating system, and computer networks. This process is to protect our internal network from infection, and to expedite the repair (diagnosis) process in a cost-effective manner. Personalized Computers assumes no responsibility for loss of data. Systems (computers, etc.) that are 			
left for more than 30 days of completion are considered abandoned and will receive a \$50.00 a month management fee. After 90 days, Personalized Computers reserves the right to sell or dispose of the system (components) to pay for management fees. A description of the services that we offer as well as what you should expect from the repair as well as a list of those things that Personalized Computers cannot guarantee nor can it be held responsible for, can be found on our website at the following web address: http://www.personalized-computers.com/customer%20repair.pdf I, the undersigned, agree to these terms and agree to the labor rates as they have been stated.			
Signature:	Date:		