System Check In Sheet



Personalized Computers 3600 Interstate 70 Dr. SE Suite G 573-817-2597

System S/N:	Columbia, M	O. 65201	
Name:	Phone Number:		No Dashes or
Company Name:	Other Number:		arentheses Needed 573555555
Address:	E-mail address:		
	Date:	Time	
Detailed Description of the Problem:			
I do not expect Personalized Computers to fix any problem.	ems that are not listed above (Initial)•	
Other Items left with the Computer:	ems that are not instead above		
☐ Desktop ☐ Laptop ☐ Other	☐ Diagnosis	☐ Upgrade	□ Repair
	□ Diagnosis	□ Opgrade	□ Керап
<u>Please read over the following</u> : Labor rates are as follows: Total costs of services are avai	lable via the "List of Services."	Otherwise, if a servi	ce is not covered by th
list, then the labor rate is: \$50 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		00 added to the bill.
	When You Walk IN (Placed on the bench imm		.00 added to the bill.
* We reserve the right to charge a \$15.00 Physical Cleaning	fee if it requires cleaning in ord	ler to effectively cor	nplete the service.
Do you want DATA RECOVERY of a failed / damaged hard	drive? \$199.00 data re	etrieval/recovery.	(<u>NO GUARANTEE)</u>
• Does the computer require a <u>Username or Password</u> to ac	cess it? User Name:		
	Password:		

^{*} 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 \$10.00 charge will be added to the bill in order for the technician to fulfill the work in a timely manner.

Does the computer have updated Anti-Virus software installed?						Ye	s□	No□					
Norton	McAffee	AVG	Sophos	Kaspers	ky i	Panda	Other	(Pl	ease	Circle One)		
• Doe	s the comput	er have	important	data on it; i.e	. accountii	ng, word	documents	etc.? Ye	es□	No□			
• Do y	ou have a ba	ackup of	your impo	ortant data? \	∕es□ l	No□							
● Do y	ou want P.C	. to perfo	orm a data	backup?	Yes□ 1	No□				for up to 1 y addition		a Backup. eeded.	
● If ref	formatting is	required	, would yo	u like us to in	stall your	software	orograms?	Ye	s□	No□	\$25.00 pe	er Title.	
* If	we are rei	nstallin	g softwa	are, i.e. (O	perating	Syste	m, Progr	ams) we	will r	need all s	oftware v	vith the requir	<u>ed</u>
	ins	stallatio	on keys	/ codes. In	cluding 1	the Cert	ificate of	Authentic	ity a	nd the O	riginal M	edia.	
● Per	sonalized	Compu	iters res	erves the ri	ght to as	ssess a	fee of \$12	29.00 for a	ny co	omputer t	hat is inf	ected with Viru	ıses.
												<u>'iruses can be</u> twork from	very
				pair (diagn							iterriai rie	twork if offi	
fee. At for ma as well can be http://w	fter 90 day inagement Il as a list de found on www.perso undersigne	s, Person fees. And those our we onalize	sonalize A descri e things ebsite at d-compu	d Compute ption of the	ers reser e service nalized ng web custome	ves the es that v Computaddress r%20re	right to so we offer a ders canno s: pair.pdf	ell or disp s well as ot guaran tes as the	ose what tee r	of the sy t you sho nor can it	stem (co uld expe be held	onth manage mponents) to ct from the re responsible fo	pay pair
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Date &	Time:				(Called By	:				Spo	ke with / Left Me	ssage:
												Yes□ No□ I	_M□
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