

# LAPTOP SERVICE FORM

**\*\* BACKUP your files before dropping off your laptop \*\***

**\*\* Do NOT leave your laptop bag \*\***

**\*\* Only leave charger if there is a power issue \*\***

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Home Contact Name: \_\_\_\_\_

Home Phone # \_\_\_\_\_

## REASON for SERVICE REQUEST

(Explain in DETAIL)

Do NOT write below this line – for official use of technology department staff.

Serial Number #:	Warranty Expiration:
Loaner Type (laptop/charge):	Loaner Returned:
Has Insurance (Y or N):	Insurance Expiration:
Date Sent Out:	Date Returned:

TECH NOTES: