

Computer Work Order Form

Date _____

Before submitting this work order, do the following:

1. If your computer is working, back-up your files, including email address book.
2. If your computer is not working, have all the software that came with your computer together and ready to be installed should that be necessary.
3. Try re-booting your computer. Sometimes this will correct minor problems.

Please answer all questions on this form.

Level of Importance: (Circle one) Urgent Important Soon As soon as convenient

First Name _____ Last Name _____ Phone _____ Location _____

If email problem, please describe: _____

If Internet problem, please describe _____

If computer problem, please complete the following:

Type of Computer _____

Operating system: (circle one) Win 95 98 2000 NT XP Other Age of Computer _____

How is this computer used? _____

Describe the problem:

What have you tried so far?

Notes: (IT staff)

Notes: (Department head)

Off-site hours: _____

Was the problem corrected? _____ On-site hours: _____

Start date/time: _____ Finish date/time: _____ Total Hours: _____

Signature: _____ Date _____