

# Computer Repair Worksheet

## Customer Details

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Mobile \_\_\_\_\_  
Email \_\_\_\_\_

## Computer Details

Make \_\_\_\_\_ S/N \_\_\_\_\_  
Model \_\_\_\_\_  
Username \_\_\_\_\_ Username \_\_\_\_\_  
Password \_\_\_\_\_ Password \_\_\_\_\_  
OS \_\_\_\_\_ 32/64 bit \_\_\_\_\_

Issues

## Conditions

Name \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

## Services

<b>Basic maintenance:</b> (\$45-\$95)	Hardware Inspection Spyware and Virus inspection Dust cleaning and other minor tweaks Recommendations on repairs and upgrades
<b>Full maintenance:</b> (\$165)	Basic Maintenance PLUS Dust cleaning and hardware inspections Hardware testing BIOS/Operating System tweaking and updating Performance and Stability enhancements Driver updating and verification
<b>Malware Removal:</b> (\$165-\$215)	Complete removal of malicious activity and the application of the relevant repairs
<b>Operating System Install:</b> (\$145)	Wipe the hard drive clean of all files Install a fresh copy of the select operating system Relevant updating and application of patches Installation of device drivers
<b>File transfers:</b> (\$65-\$95)	Transfer files and data between systems though CD/DVD or USB Hard drive cloning services for faulty hard drives
<b>Reporting (\$75)</b>	Reports to evaluate any damage or changes to computers