



## Computer & Printer Service Form

Name of the Institution:

Name of the Department:

Date:

<i>Complaint Site</i>	<i>Service Report</i>
Lab. Name & Room No : Name of Staff : Staff's Contact No. : Nature of Compliant ( Please Tick & Explain Briefly ) <input type="checkbox"/> SMPS : <input type="checkbox"/> CPU On/Off Compliant : <input type="checkbox"/> Monitor Display : <input type="checkbox"/> Monitor Power On/Off: <input type="checkbox"/> Hard Disk Problem (Not Booting) : <input type="checkbox"/> Software Issues : <p style="text-align: center;"><b><u>Computer &amp; Printer Details</u></b></p> Make /Model : Date of Purchase : Warranty : <span style="border: 1px dashed black; padding: 2px;">Yes / No</span> <p style="text-align: right;"><b>Forwarded</b></p> <p style="text-align: right;"><b>Staff Signature</b> <b>HOD</b></p> <p style="text-align: right;"><b>Submitted to</b></p> <p style="text-align: center;"><b>Vice-Chancellor / Registrar/Principal</b></p>	<p style="text-align: center;"><b><u>Printer</u></b></p> Paper jam : Paper Pickup Problem : Cartridge Problem : Toner Refilling : Last Refilling Date : Power Issue No. Of Copies taken since last refill: Computer <input type="checkbox"/> , Printer& Toner <input type="checkbox"/> Others : <p style="text-align: center;"><b><u>Service Report</u></b></p> Clean Lines : Keyboard : Yes / No Monitor : Yes / No CPU : Yes / No Printer : Yes / No <p style="text-align: right;">Service Completed</p> <p style="text-align: center;"><b>Staff In-Charge</b> <b>HOD</b></p>

**Requirement list**

**Submitted to the Chancellor/ the Director for kind approval**