



Computer & Printer Service Form

Name of the Institution:

Name of the Department:

Date:

<i>Complaint Site</i>	<i>Service Report</i>
<p>Lab. Name & Room No : Name of Staff : Staff's Contact No. : Nature of Compliant (Please Tick & Explain Briefly)</p> <p><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> <p style="text-align: center;"><u>Computer & Printer Details</u></p> <p>Make /Model : Date of Purchase : Warranty : Yes / No</p> <p style="text-align: right;">Forwarded</p> <p style="text-align: right;">Submitted to</p> <p style="text-align: right;">Registrar</p> <p style="text-align: right;">Staff Signature HOD</p>	<p style="text-align: center;"><u>Printer</u></p> <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> <p style="text-align: center;"><u>Service Report</u></p> <p>Clean Lines : Keyboard : Yes / No Monitor : Yes / No CPU : Yes / No Printer : Yes / No</p> <p style="text-align: right;">Service Completed</p> <p style="text-align: right;">Staff In-Charge HOD</p>

Requirement list

Submitted to the Chancellor/ the Director for kind approval