

PC/Laptop Repair Request Form
Andromeda Computer Services & Mobile Technologies
Phone: (321) 960-9778
<http://andromedacs.wix.com/accs>

PLEASE READ BEFORE TURNING IN YOUR SYSTEM:

Make sure that if you have any licensed CDs / Software that came with the system, they are present at the time of pickup or drop off. Failure to include these items may result in the delay of your repair. Please fill out the form as best you can. Also please print and sign the form and enclose it with the device when dropping it off or when we are picking up your computer, tablet, phone, device, etc.

Date: _____ E-mail: _____

Phone: _____

PC/Laptop Phone / Tablet Information

Make (Dell, HP Apple etc.): _____ Model Number: _____

Serial number: _____

Preferred way to contact you (check all that apply)

E-mail___ Phone___ Cell Phone___ Is text ok? _____

Your Name: _____

Address: _____

City: _____ State _____ Zip Code: _____

Operating System & version: (MSWindows, Linux, MAC OS): _____

Date Purchased: _____

How did you find us? Referral___ Internet Search___

What is wrong with the Device? Be as detailed as possible. - List any special requirements.

Things to mention:

*Crashes, or System Freeze. *Error Messages or Beep Codes. *New Programs installed.

*New Hardware installed. *Pop ups. *Redirected when browsing. *PC/Laptop not booting.

*Blue Screen or Black Screen. *No Display. *PC starts, then immediately turns off.

*Hard Drive Making Noise. *Color Issues on the Monitor. *Anything you've tried already to fix issue.

Login Password: _____

ITEM CHECKLIST: KB _____ Mouse _____ Screen _____ Cables: _____

Power Adapter _____ Laptop _____ Desktop _____ Tablet _____ Cell phone _____

Cracked Screen _____ Cosmetic damage _____ (illustrate on back)

Terms:

In bringing my personal computer for maintenance or repair to Andromeda Computer Service (ACS),

I understand and agree to the following:

* Andromeda Computer Services (ACS) does not accept responsibility for any damage to my computer's hardware or peripheral devices.

* (ACS) does not accept responsibility for loss of data or installed software applications. (Back up personal documents prior to drop-off if possible)

* When I drop off my computer or it is picked up, (ACS) will give an estimate. If estimate changes (ACS) will notify me with details provided.

* I agree to pay for all products or services supplied by Andromeda Computer Services (ACS) upon presentation of invoice. No Exceptions.

* I hereby authorize ACS to perform the above work to be done with the necessary materials.

* Computers / Devices left over 30 days from time of completion will be charged a storage fee of \$1.00 per day.

* Computers left over 60 days will become the property of ACS and sold for the repair bill and or scrapped for parts. Hard drives will be destroyed.

* We Accept Cash and Money Orders. * No Financing Available. * We do not accept Personal Checks.

Signed By: _____

Date: _____