

Computrs, Inc.

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CPU _____

O.S. _____

RAM _____

H.D. _____

Service Order

Date: ___/___/___

PASSWORD

Name: _____ Phone: _____
 Address: _____ Alt Phone: _____
 City: _____ State: _____ Zip: _____
 Email _____

MAKE	MODEL	Notebook Charger check 1	
		Yes	No
Services requested / Symptoms:			

QUAN	DESCRIPTION	PRICE	AMOUNT
		SUBTOTAL	
		TAX	
		TOTAL PARTS	
SERVICES PERFORMED:			
			TIME START
			TIME FINISH
			TOTAL HOURS
			LABOR TOTAL
			SALES TAX
			TOTAL

CUSTOMER'S SIGNATURE _____

TECHNICIANS SIGNATURE _____

**\$25.00 charge on returned checks/ Items not picked up within 30 days must be paid in full or may be sold
 Computrs Inc is not responsible for any lost data**

X	Description				Initials
	RAM Minimums 768 Mb Windows XP /Vista 1 GB /Win 7 2GB / Windows 8 4 GB				
	Microsoft Critical Updates				
	Internet Explorer 10 9 8 7				
	Removed Windows Temp & Internet temps		Java Updates		
	Installed Adobe Reader	Shock Wave	Flash		
	Malwarebytes	Super antispyware	Spybot 1.62 / Hitman		
	Firefox installed		Google Chrome installed		
	Installed Microsoft Essentials				
	Tested www.cnn.com		Tested www.hulu.com		
	Cleaned system – vacuum and removed dirt				
	Called client				
	Installed Computrs Icon with Remote Access Icon				