

LAPTOP REPAIR INVENTORY SHEET

Please indicate the quantity of each component you are sending with your laptop. Be as accurate as possible. If there are any items marked which are not present upon receipt of your unit, you will receive a call to verify the inventory before repairs begin:

<input type="checkbox"/> Hard Drive(Size) _____ MB/GB	<input type="checkbox"/> PCMCIA Card In Slot 1 Description _____
<input type="checkbox"/> Floppy Disk Drive(Size) _____ MB	<input type="checkbox"/> PCMCIA Card In Slot 2 Description _____
<input type="checkbox"/> CD Drive _____ X Speed	<input type="checkbox"/> PCMCIA Cover _____
<input type="checkbox"/> External Floppy Drive Cable	<input type="checkbox"/> Port Replicator _____
<input type="checkbox"/> Internal Modem(Not PCMCIA modem)	<input type="checkbox"/> Rear Connector Cover _____
<input type="checkbox"/> Battery	<input type="checkbox"/> Pen _____
<input type="checkbox"/> AC Adapter	<input type="checkbox"/> Cables _____
<input type="checkbox"/> Power Cord	<input type="checkbox"/> Option Cover _____
<input type="checkbox"/> Keys For Dockstation	<input type="checkbox"/> Other _____
<input type="checkbox"/> Floppy Bezel	
<input type="checkbox"/> Total Memory _____ MB	

IT IS **IMPERATIVE** THAT THE FOLLOWING PASSWORDS ARE EITHER **REMOVED OR PROVIDED** TO ENSURE PROMPT DIAGNOSIS AND REPAIR:

Power On _____ Hard Drive _____ Supervisor _____

IF THIS INVENTORY SHEET IS NOT INCLUDED WITH YOUR LAPTOP, IT WILL CAUSE A DELAY IN REPAIR WHILE WE VERIFY YOUR ACTUAL INVENTORY.

Case Number (Problem #) Provided by Help Center	Machine Type	Model Number	Serial Number
Name: _____		Street: _____ Apt #: _____	
City: _____		State: _____ Zip Code: _____	
Day Number: _____		Evening Number: _____	
Mobile Number: _____		Fax Number: (W) _____ (H) _____	
E-Mail Address: _____			

If the hard drive is bad or the software is corrupted and needs to be replaced, all of your software will be erased. The new hard drive will contain all the original factory loaded software. Do you agree to the hard drive and/or software replacement, if needed? If yes, **BACK-UP YOUR SOFTWARE !*

_____ Yes _____ No

Signed: _____ Date: ___/___/___

PROBLEM DESCRIPTION: _____

For any questions or additional information, please call 1-800-887-7435.