

Sprague Tech Support
Computer Repair Form

Contact Information

Name:		(period or time of day) (room, office, or phone)
Phone:		
email:		
Best time to contact:		
Where:		

Computer Information

Desktop		Brand	
Laptop		Model	
		Serial #	
Date Rec'd		Asset Tag	
Date Returned		Operating System	

User Name	
Password	

Other Items Included

Power Cord	
Bag	
Disk	
Other (please specify):	

Services Requested	
--------------------	--

Services Completed (include name of tech completing work)	
--	--

System Tested (at least 2 techs need to test)	
--	--