

Computer / Printer Maintenance Needs

Date: _____

Center: _____ Class: A B C D

CPU Serial Number: _____ **Brand:** _____

Please state in detail the problem with the unit:

Monitor Serial Number: _____ **Brand:** _____

Please state in detail the problem with the unit:

Printer Serial Number: _____ **Brand:** _____

Please state in detail the problem with the unit:

Center Staff Signature

Staff Signature Picking Up Unit

Office Use Only

Date sent for repair: _____

Date rec'd back: _____

Repair Center: _____ Date of Pick-Up: _____
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Please Note: Initial reporting to be faxed to SPO. Service will not be provided until your request is received in writing. Units are not to be sent or brought in for repairs unless accompanied by this completed form. Retain a copy of this form at both the center and SPO.