

### Computer Repair Checklist

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Username: \_\_\_\_\_ Password: \_\_\_\_\_

Problem Description:

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I use my computer for:

Music

Email (Outlook or

Graphic Design

Photos

Outlook Express)

All of above

List anything else (E.g. MYOB/Quicken):

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I have a backup of my data and understand that although all care will be taken in backing up and protecting my data, Synapse takes no responsibility for any data that is lost during the repair process. Synapse also will take care to destroy your data before any faulty hard drives are disposed of, however the responsibility ultimately lies with you, the customer to destroy any sensitive material.

If my computer is broken beyond repair, I would like:

Synapse to dispose of the faulty machine. (\$22 incGST will be charged for environmental disposal).

I will collect my faulty machine (No charge) within 14 days otherwise I understand the machine will be disposed of and I will be charged as above.

Signed:

Date:

Name:

*A quote will be given if replacement components are required.*