

COMPUTER REPAIR FORM

Dear Repairman:

The claims office must determine the nature and cause of internal damage to the computer.

Please complete this form to the best of your ability. Thank you.

1. Name & Address of Repair Firm:

Claimant's Name: _____

Date Examined _____

Phone () _____

Name of Person Completing Form: _____

2. Item Description:

Item examined _____

Manufacturer _____

Year of Manufacture _____

Item Specifications

Processor Type & Speed: _____

Hard Drive Capacity: _____

RAM Capacity: _____

Internal

External

Sound Card Type/Specifications _____

Video Card Type/Specifications _____

CD ROM Drive Type/Speed: _____

Monitor Size/Description: _____

Other Components/Description _____

3. External Damage: Please check none if there is no external damage to the item.

NONE Please use the following diagram to indicate the location of any external damage to the item.

Disk

Front

Left Side

Right Side

Rear

Bottom

3. External Damage (cont.) Please give a detailed description of the type and location of the external damage:

4. Internal Damage: Please check NONE if there was no external damage to the item.

NONE

Please check the components, which were damaged, and the appropriate response

Processor

The Processor was loose/cracked/ or broken

Hard Drive:

I physically opened the hard drive & examined it

There was obvious physical damage to the inside of the hard drive

I used scanning software to determine that there was damage to this component

Modem

The modem was loose/cracked or broken

Sound Card

The sound card was loose/cracked or broken

Video Card

The video card was loose/cracked or broken

CD Rom Drive

There was obvious physical damage to this component

Mother Board

The mother board was loose/cracked or broken

Other Circuit Boards

The board was loose/cracked or broken

Power Supply

There was obviously physical damage to this component

Monitor

I physically opened the monitor casing and observed internal physical damage

Please give a detailed description of the type and location of the internal damage

Could the type of damage observed been directly caused by rough handling during

shipment? (i.e. hard impact, dropping, being thrown, etc.) Yes No Can't tell

Is there evidence to support the damage being caused by factors other than rough

handling? (i.e. normal wear and tear, power surge, temperature changes, foreign particles

inside the machine, etc.) Yes No Please explain _____

5. Estimate

Estimated Cost of Repair

Estimated Cost of Replacement Part

Please check if part was upgraded

\$

\$

Cleaning, adjustment or other services \$

Tax

\$

Labor

\$

Total

\$

Estimate Fee

\$

Please check if estimate fee will be deducted from repairs

Please indicate reason for upgrades:

Part no longer manufactured/available

Part available, but not carried by this repair firm

Request of customer

Other-Please specify _____

6. Market Value of Computer in Undamaged Condition \$ _____

Please print your name _____

Signature _____

Date signed _____

Comments _____
