**Computer Maintenance Service Request form**

 **ลำดับที่แจ้งซ่อม**

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..………………..

1. **First name – Last name** …………………..…...……………...........................................................................................

ID Card....................................................................Student ID…………………………….............................

 🗆 Student 🗆 Staff 🗆 Other..............................

 🗆 Personal Computer 🗆 Organization’s computer

Division/ Unit/ Faculty ……………….………………...…Tel.…………….…………..............Location................….............…

 Type: 🗆 PC 🗆 All in One 🗆 Note Book , Net Book 🗆 Other...........................

 Brand ………………………………...............Computer ID …………………..……….…............................

 Identify the cause of the damage / need to do.……..………………………………………………………………………..…

 ……………………………………………………………………………………………………….……………………………….....................................

 Equipment and parts that come with the computer.........…………………………….........................................................

 Password Login ………………………………**\*Importance things (Specify)**…………………………………..………...............

 Provider’s Signature………………….......…...... Requester’s Signature………..……………..……...................

 (..............................................) Date....................................…...........

 Time……………………….................…

1. **Service Report (Staff Only)**

*SOFTWARE*

 🗆 Install Windows 7/8.1/10 .........bit 🗆 Check and Remove Virus 🗆 Install Basic Program

 🗆 Install Office o365 🗆 Recover Data/Back up Data

 🗆 Dust clean 🗆 Other (Specify)...................................................................

*HARDWARE* ………………………………………………………………………………………….…………...............…………................…………

..................................................................................................................................................................................................

 Staff’s Signature............................................. Date..............................................

 (........................................................................)

**Requester has checked equipment and service request complete**

Staff’s signature............................................. Requester’s signature………..……………..……...................

 (..............................................) (.......................................................)

**✂…………………………………………………………………………………………………………………………………………………………………………………………..**

 **ลำดับที่แจ้งซ่อม**

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 **For requester (\*Please keep as evidence to confirm the request for a return device.)**

 Type: 🗆 PC 🗆 All in One 🗆 Note Book , Net Book 🗆 Other.................

 Brand ………………………………...............Computer ID …………………..……….…............................

 Staff’s signature.............................................

 Date...............................................……............

 Time)…………………………………..................…