R&D Computer Solutions
3002 Edmonds Dr
Scottsboro, AL
256-520-7327
https://rdcsshosting.com

COMPUTER REPAIR / UPGRADE WORK ORDER

NAME: _____ **PHONE 1:** _____

ADDRESS: _____ **PHONE 2:** _____

_____

EMAIL: _____

SYSTEM (CIRCLE ONE) **ALL-IN-ONE** **DESKTOP** **LAPTOP** **TABLET**

BROUGHT WITH SYSTEM: POWER CORD: ☐

MICROSOFT.COM INFORMATION IS *REQUIRED* TO INSTALL WINDOWS 11

MS / SYSTEM USERNAME _____

MS / SYSTEM PASSWORD _____

DATA BACKED UP? _____

RDCSS IS NOT RESPONSIBLE FOR ANY LOST DATA DURING, BUT NOT LIMITED TO, REPAIRS AND UPGRADES!

DESCRIPTION OF PROBLEM OR SERVICE WORK REQUESTED

_____

_____

_____

_____

_____

ADD $50 TO MY BILL AND ADD PRIORITY RUSH (MARK BOX) ☐

How did you hear about us? _____

Your signature on this work order indicates your agreement to the following terms and conditions: You agree to pay all applicable charges for labor and products installed. RDCSS will retain possession of all equipment and accessories until charges are paid in full. In the event the account goes to outside collections, you agree to pay all collection costs including reasonable attorney fees. Finance charges of 1.5% per month (18% annual rate) will be imposed on any balance due over 30 days. RDCSS cannot be held liable for any damages resulting in the loss of data on the system(s) serviced. **Any equipment left for over 30 days will be considered abandoned and disposed of at our discretion.**

CUSTOMER SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY

DATE/TIME STARTED		DATE/TIME ENDED