

REQUEST FOR SERVICE

EVERGLADES K-8 CENTER

Date: _____

Teacher: _____

Room: _____

PC Make/Model: _____

Please circle below what you are having problems with:

Monitor

Internet

Booting / Starting

Floppy Drive

Network

Crashing / Freezing

Hard Drive

Printer

Software _____

CD-ROM Drive

Power Failure

Other _____

Description of the problem:

Services Rendered:

Date: _____

Order # _____

By Whom: _____

From: _____ To: _____

Was the problem corrected? Yes___ No___

If not, what was done to solve the problem?.

Follow-up needed: Yes___ No___

If yes describe how/when was the follow -up completed.

Teacher Signature: _____

Date: _____