



# TEKpro Service Request



Please print clearly

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Requested Completion Date: \_\_\_\_\_

Authorized By: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**System Errors/Issues**

Please give a brief description of the problem: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What, if any, error message(s) did you receive? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Hardware Installation/Move**

What hardware needs to be installed or moved? \_\_\_\_\_

*Note: If this is a request for a PC or laptop, please remember to indicate which applications you will need installed in the "Software Installation" section below.*

**Software Installation**

What software needs to be installed?

1) _____	4) _____
2) _____	5) _____
3) _____	6) _____

**Other Requests/Notes**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*for TEKpro use only*

Technician: \_\_\_\_\_ Date Started: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Customer Sign-off: \_\_\_\_\_ Today's Date: \_\_\_\_\_

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