



Work Order Request Form

Diversified Business Services
1713 Boca Chica Blvd.
Brownsville, TX 78520
(956) 621-2824

PLEASE READ BEFORE TURNING IN YOUR SYSTEM:

If you have any CD's/DVD or any media that was included with your system at the time of purchase please bring in/had over to the tech. If you have misplaced/thrown out these CD's/DVD's this may delay your repairs. In some cases we may need these CD's/ DVD's in order to do the repairs and the costs of this media will be added to the bill.

Customer Information

Name _____

Phone Number _____

Address _____

Email _____

City _____ State _____ Zip Code _____

Information About Your PC/Device

Select the type of computer/device:

- Desktop PC
- Laptop PC
- Apple Desktop
- Apple Laptop
- Other (Please Specify Below)

Model _____

Serial Number _____

Operating System _____

Date Purchased _____

Service Requested:

- Cleaning/Virus Removal
- Computer Repair
- Cell Phone Repair
- On-Site Visit
- Pick up Item/s

What seems to be the problem?

What is wrong with the item? Be as detailed as possible, explain how this happened.

Things to mention:

- *Crashes, or system freeze
- *Error messages
- *New programs installed
- *New hardware or accessories installed.
- *Broken LCD or Digitizer
- *Anything you may have tried to repair the problem already.

Contacting Diversified Business Services for maintenance or repair, I understand and agree to the following:

- * Diversified Business Services does not accept responsibility for any damage to my computer's hardware/devices for any Services we provide.
- * Diversified Business Services does not accept responsibility for backing up any data or installed software applications that may be on my computer's hard drive. I am responsible for making sure that any critical data is backed up before bringing my computer in for repairs or unless this is agreed upon by both parties to add our optional back up/transfer service before proceeding with the repair for an additional charge.
- * I acknowledge that a Diversified Business Services technician will work on my computer as soon as possible after I bring it or tech picks it up.
- * When I drop off/we pick up the computer, a Diversified Business Services technician will give me an estimate of when the repair or maintenance will be finished. If this estimate changes, the technician will notify me at the phone number or email address listed above.
- * I understand that when I bring in my system for repair and/or work that I will be charged a minimum of 1 hour work on the computer. Any further work needed will be quoted and I must agree be Diversified Business Services proceeds with the work.
- * Diversified Business Services technicians will work on my computer to the best of their abilities; however Diversified Business Services does not guarantee that its technicians will be able to solve the problem or problems that my computer is experiencing.
- * Once repairs have been completed you will be contacted. You will then have 15 days to pay your final dues to Diversified Business Services. If your bill has not been pay in full and you haven't contacted Diversified Business Services to make arrangements to pay your bill your computer/device becomes the property of Diversified Business Services and we may do with it as we see fit to recover any money lost.

Customer Signature : _____

Date: _____