

Computer Repair Form

Dear Repairman:

*The claims office must determine the nature and cause of internal damage to the computer.  
Please complete the form to the best of your ability.*

Thank You

1. Name and Address of Repair Firm:

Claimant's Name

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: (    ) \_\_\_\_\_

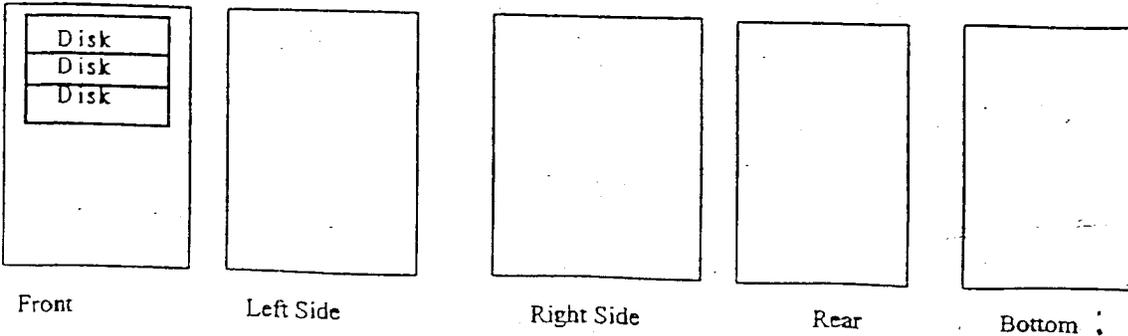
Date Examined \_\_\_\_\_  
Name of Person Completing Form \_\_\_\_\_

2. Item Description:

Item examined \_\_\_\_\_  
Manufacturer: \_\_\_\_\_  
Year of Manufacturer: \_\_\_\_\_

Item Specification:  
Processor Type and Speed: \_\_\_\_\_  
Hard Drive Capacity: \_\_\_\_\_  
RAM Capacity: \_\_\_\_\_  
 Internal     External  
Sound Card Type/Specifications: \_\_\_\_\_  
Video Card Type/Specifications: \_\_\_\_\_  
CD ROM Drive Type/Speed: \_\_\_\_\_  
Monitor Size/Description: \_\_\_\_\_  
Other Components/Description: \_\_\_\_\_

3. **External Damage:** Please check none if there is no external damage to the item.     None  
Please use the following diagram to indicate the location of any external damage to the item.



3. External Damage (cont.)

Please give a detailed description of the type and location of the external damage:

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4. Internal Damage: Please check none if there was no external damage to the item.  None

Please check the components, which were damaged, and the appropriate response

- |  |   |
|--|---|
| <input type="checkbox"/> Processor                   | <input type="checkbox"/> The Processor was loose/cracked/or broken.                                     |
| <input type="checkbox"/> Hard Drive:                 | <input type="checkbox"/> I physically opened the hard drive and examined it.                            |
|  | <input type="checkbox"/> There was obvious physical damage to the insides of the hard drive.            |
|  | <input type="checkbox"/> I used scanning software to determine that there was damage to this component. |
| <input type="checkbox"/> Modem                       | <input type="checkbox"/> The modem was loose/cracked or broken.   |
| <input type="checkbox"/> Sound Card                  | <input type="checkbox"/> The sound card was loose/cracked or broken.                                    |
| <input type="checkbox"/> Video Card                  | <input type="checkbox"/> The video card was loose/cracked of broken.                                    |
| <input type="checkbox"/> CD ROM Drive:               | <input type="checkbox"/> There was obvious physical damage to this component.                           |
| <input type="checkbox"/> Mother Board                | <input type="checkbox"/> The mother board was loose/cracked or broken                                   |
| <input type="checkbox"/> Other Circuit Boards        | <input type="checkbox"/> The board was loose cracked or broken  |
| <input type="checkbox"/> Power Supply                | <input type="checkbox"/> There was obviously physical damage to this component.                         |
| <input type="checkbox"/> Monitor<br>physical damage. | <input type="checkbox"/> I physically opened the monitor casing and observed internal                   |

Please give a detailed description of the type and location of the internal damage.

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Could the type of damage observed been directly caused rough handling during shipment. (i.e. hard impact, dropping, being thrown, etc.).  Yes  No  Can't Tell

Is there evidence to support the damage being caused by factors other than rough handling (i.e. normal wear and tear, power surge, temperature changes, foreign particles inside the machine, etc.).  Yes  No

Please explain

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5. Estimate

Estimated Cost of Repair:

Estimated Cost of Replacement Part

Please check if part was upgraded

|    |    |                          |
|----|----|--------------------------|
| \$ | \$ | <input type="checkbox"/> |

Cleaning, adjustment, or other services \$

Tax \$

Labor \$

Total \$

Estimate Fee \$

Please check if estimate fee will be deducted from repairs.

Please indicate reason for upgrades:

- Part no longer manufactured/available
- Part available, but not carried by this repair firm
- Request of customer
- Other, Please specify \_\_\_\_\_

6. Market Value of Computer in Undamaged Condition: \$ \_\_\_\_\_

Please print your name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_