



## MIT S COMPUTER INTAKE FORM

### SECTION 1

DATE :

### RESIDENTIAL CLIENT INFORMATION

FIRST NAME :

LAST NAME :

ADDRESS :

PHONE :

CITY :

STATE :

ZIP :

EMAIL :

### BUSINESS CLIENT INFORMATION

BUSINESS NAME :

PRIMARY POC :

ADDRESS :

PHONE :

CITY :

STATE :

ZIP :

EIN :

PLEASE PROVIDE A BRIEF DESCRIPTION OR CONCERN:

MICROSOFT OFFICE & LOGIN RESTORE OPTIONS

YES NO

INSTALL MICROSOFT OUTLOOK?

IF YES, PLEASE PROVIDE THE BELOW INFORMATION

EMAIL 1 :

PASSWORD :

EMAIL 2 :

PASSWORD :

YES NO

INSTALL MICROSOFT OFFICE 365?

IF YES, PLEASE PROVIDE THE BELOW INFORMATION

EMAIL :

PASSWORD :

YES NO

USING MICROSOFT LOGIN?

IF YES, PLEASE PROVIDE THE BELOW INFORMATION

EMAIL :

PASSWORD :

PIN :

YES NO

USING LOCAL LOGIN?

IF YES, PLEASE PROVIDE THE BELOW INFORMATION

USERNAME :

PASSWORD :

YES NO

IS YOUR DATA BACKED UP?

INITIALS

IF NO, DO YOU UNDERSTAND THAT MENOZZI IT SOLUTIONS IS NOT RESPONSIBLE FOR LOST, DAMAGED OR DESTROYED DATA? (SEE AGREEMENT BELOW FOR FURTHER DETAILS)

SYSTEM RESTORE OPTIONS

WOULD YOU LIKE THE FOLLOWING SOFTWARE INSTALLED? (CHECK ALL THAT APPLY)

ADOBE ACROBAT (FREEMIUM) :

GOOGLE CHROME : SET TO DEFAULT?

MALWAREBYTES (FREEMIUM) :

FIREFOX BROWSER : SET TO DEFAULT?

VLC (FREE MEDIA PLAYER) :

7-ZIP (FILE ARCHIVER) :

ANTI-VIRUS/ANTI-MALWARE : IF CHECKED, PLEASE PROVIDE THE BELOW INFORMATION

(THIS IS FOR 3RD PARTY ANTI-VIRUS/ANTI-MALWARE SOFTWARE YOU HAVE PURCHASED)

EMAIL :

PASSWORD :

IF YOUR COMPUTER'S OPERATING SYSTEM (WINDOWS 10/11) IS BEING RESTORED, THE FOLLOWING DIRECTORIES ARE SAVED AND COPIED BACK AFTER THE SYSTEM RESTORE.

(THIS ADDITIONAL SERVICE DOES NOT ALLEVIATE THE CUSTOMER FROM PERFORMING THEIR OWN BACKUP PRIOR TO DELIVERING THE COMPUTER)

CHECK THIS BOX FOR ALL : (IF THIS BOX IS NOT SELECTED, CHECK THE BOXES BELOW OF THE FOLDERS YOU WOULD LIKE SAVED AND RESTORED)

CONTACTS : FAVORITES :

DESKTOP : MUSIC :

DOCUMENTS : PICTURES :

DOWNLOADS : VIDEOS :

THE FOLLOWING CAN BE BACKED UP TO A USB FLASH DRIVE:

(ADDITIONAL CHARGES WILL APPLY, DEPENDENT ON DATA SIZE (YOU KEEP THE DRIVE))

ONEDRIVE :

DROPBOX :

IF THERE ARE ADDITIONAL FOLDERS THAT NEED TO BE BACKED UP, PLEASE LIST THEM HERE:

**COMPUTER INFORMATION**

WHICH ACCESSORIES ARE YOU LEAVING WITH MENOZZI IT SOLUTIONS FOR THIS REPAIR?

LAPTOP BAG : LIST ANYTHING ELSE LEFT WITH MITS:

WIRELESS MOUSE :

AC ADAPTER/CHARGER :

INFO FOR COMPUTER BEING DROPPED OFF: LAPTOP DESKTOP

WINDOWS 10 HOME : WINDOWS 11 HOME :

WINDOWS 10 PRO : WINDOWS 11 PRO :

MANUFACTURER : MODEL :

ASSET TAG # : SERIAL # :

CONDITION : NEW EXCELLENT GOOD FAIR POOR

LIST ANYTHING THAT DO NOT WORK:	DOES THE COMPUTER TURN ON?	YES	NO
	HAS THE COMPUTER EVER BEEN DROPPED?	YES	NO
	HAS ANYONE OPENED THIS COMPUTER?	YES	NO

## DETAILED COMPUTER INFORMATION

\*\*\* MITS OFFICE USE ONLY \*\*\*

HOSTNAME :	STORAGE-1 :		
		SSD	HHD
CPU :			
	STORAGE-2 :		
MEMORY :		SSD	HHD
VIDEO :	TPM 2.0? :	YES	NO
PSU :	CPU COOLING	AIO	AIR
	WIRELESS :	YES	NO

\*\*\* MITS OFFICE USE ONLY \*\*\*

ESTIMATED REPAIR COST

ESTIMATED COMPLETION DATE :

MAXIMUM REPAIR COST WITHOUT ADDITIONAL  
AUTHORIZATION FROM CUSTOMER.CUSTOMERS  
INITIALS

REPLACEMENT COST ESTIMATE (eBay)

\*\*\* MITS OFFICE USE ONLY \*\*\*

ASSIGNED TECHNICIAN :

RECEIVED TIME :

TICKET # :

TIMEFRAME TO COMPLETION :