



# Grace Computer & Internet Corp.

www.gracecomputer.net

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## On-site Service Request Form (Filled out by customer before service)

Company name: \_\_\_\_\_ Request person: \_\_\_\_\_

Tel: \_\_\_\_\_ Ex: \_\_\_\_\_ Tel (Home/Cell): \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_, State: \_\_\_\_\_ Zip: \_\_\_\_\_

1. State problems or work needs to be done: \_\_\_\_\_

2. Any new software/hardware needs to installation/replacement? \_\_\_\_\_

**Agreement:** This agreement releases Grace Computer (GCI) from any liability on hard drive (or storage device) data lose or damage that may occur during repairs or updates of the Customer's computer. It is the Customer's responsibility to make all back ups of data on the hard drive(s) before any work is to be done by GCI. GCI is not responsible for computer's condition before repair. I agree to pay GCI at \$85.00 per hour. The labor hours should be based on the GCI's Engineer's real working hours recorded on below, not estimated hours. Minimum service time is 1 hour. There is a service call/trip fee \$50.00 for each service call. I understand that all service charges are COD.

Request by: \_\_\_\_\_ Title: \_\_\_\_\_

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

## Service Record (Filled out by Service Engineer after service)

Service from: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM Total hours: \_\_\_\_\_ Date: \_\_\_\_\_

Diagnosis: \_\_\_\_\_

Detail work done: \_\_\_\_\_

Description	QTY	Unit Price	Serial Number	Amount
Parts				
Labor				
			Subtotal	
			Tax	
			Total	

Payment info: Zelle or PayPal pay to [info@gracecomputer.net](mailto:info@gracecomputer.net), company check or major credit card

Serviced by (GCI's Engineer): Print \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Tested by (Customer): Name (Print) \_\_\_\_\_ Title: \_\_\_\_\_

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