



## Waterford School District Computer Service Call Form

Incident #: \_\_\_\_\_

Date:	Building:
Computer User:	Telephone Number:
Computer Number:	Room Number:
Computer Location:	**Building Rep. Approval:
*Model Number from CPU:	*Serial Number from CPU:
*Model Number from Monitor:	*Serial Number from Monitor:
Model Number from Printer / Scanner:	Serial Number from Printer / Scanner:
Description of Problem	
<b>One form per computer</b>	

Please give this form to your building Technology Representative to send to the Computer Services Department.

**\*NOTE:** For the best service, please provide the model and serial numbers from your CPU. We cannot begin the service process without these numbers.

**\*\*NOTE:** The Building Representative must sign each form before we will process the request.

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Problems with this form should be reported to [webmaster@wsdmi.org](mailto:webmaster@wsdmi.org).

**\*\*\*Please return this form, completed to Computer Services via fax: 248.682.0641 or return it in person.**