PICK-UP / DROP-OFF
RELEASE FORM



CUSTOMER

☐ **Call With Estimate**

Name: _____ **Phones:** _____

Address: _____ **Zip:** _____

ITEMS PICKED UP / DROPPED OFF

☐ Laptop PC ☐ Desktop PC ☐ All-In-One PC ☐ Power Cable ☐ Other

_____

(mouse, keyboard, USB device, CDs / software, anything else left with us)

ACCESS

PIN NUMBER	**LOG-IN PASSWORD** (not your PIN)

WHAT'S GOING ON?

_____

_____

_____

_____

OFFICE USE ONLY

Technician Notes: (special instructions, damage present, etc.)

☐ Broken Screen ☐ Broken Hinge ☐ Damaged Case ☐ Missing Keys ☐ Missing Parts (list)

_____

Invoice # _____ **Paid:** ☐ Cash ☐ Check ☐ Charge **Amount:** _____ **Date:** _____

Customer agrees to the following terms:

1. The removal of software & viruses or adding/removing software & hardware can sometimes result in the loss or corruption of data. I will not hold Northwoods Computer Guy liable for any lost data.
2. Payment for services rendered is due on completion of the service. If your computer/part is not picked up within 60 days of service completion date or payment has not been made, The Northwoods Computer Guy reserves the right to sell your item to recover lost wages.
3. Most repairs are completed in 24-48 hours, however due to limits outside of our control (part orders, shipping delays, incorrectly shipped parts, or additional problems found during the service) repair times can exceed that estimate.

I, the customer, understand and agree to these terms.

_____ _____

Client Signature **Date**

Notice: This form remains in the Northwoods Computer Guy office