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| Date Written Up: | | | | | [1] | | | | | | | | | | |
| Technician Initials: | | | | | | | | [2] | | | | | | | |
| MFG and Model # and/or Product #: | | | | | | | | | | | [3] | | | | |
| Service Tag or Serial #: | | | | | | | | | [4] | MPN #: [5] | Warranty:  [6] Exp | | | | | | |
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| SPECIFICATIONS | | | | | | | | | | | | | | |  |
| CPU Type and Speed: | | | | | | | | | [7] | | | | | | |
| Memory: | [8] | | | | | | | | | | | | | | |
| Hard Drive Size: | | | | [9] | | | | | | | | | | | |
| DVD/CD Type: | | | [10] | | | | | | | | | | | | |
| Wireless MFG and Speed: | | | | | | | | | | [11] | | | | | |
| Screen Size, Graphics Adapter, and Resolution: T/S? | | | | | | | | | | | | | | [12] | |
| Audio Adapter: | | | [13] | | | | | | | | | | | | |
| Operation System: | | | | | | [14] | | | | | | | | | |
| Battery Y/N (if Y does it hold a charge?): | | | | | | | | | | | | [15] | | | |
| Power Adapter Y/N: | | | | | | | [16] | | | | | | | | |
| WebCam Y/N: | | [17] | | | | | | | | | | | | | |
| OTHER NOTES (ports, readers, damage, etc): | | | | | | | | | | | | | [18] | | |
| [19] | | | | | | | | | | | | | | | |
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| * Software/OS may not be loaded or configured * May be missing non-essential components * Secondary functions may not be tested or working * May not include non-working/untested battery * All missing parts or cosmetic damage will be listed * Data sanitized or free of data storage media |  | |  |
| * All hardware is tested manually or with diagnostic software verified working * No missing or damaged components or parts * Software/OS not loaded or configured * No hardware defects * Data sanitized or free of data storage media |  |  | |
| * All functions tested with diagnostic software * **Loaded with licensed software/OS ready for user** * **Electronic test results are available** * **No hardware or software defects** * Data sanitized or free of data storage media |  |  | |
| * All functions tested with diagnostic software * Repaired with original OEM parts * **Loaded and configured with MFG licensed software/OS** * Meets OEM specifications for full original functionality * **Electronic test results are available** * **Zero Defects** * Data sanitized or free of data storage media |  |  | |