Example – Printer Monthly Maintenance Report

**Report date: , 20**

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| **Printer Information** | IP Address | Make/Model | Location | Serial # |
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| **Repair/Maintenance Activity** | | | | | |
| Date | Printer Page Count | Repair/Maintenance performed | Work done  By [X] | | |
| MSP shop | Vendor | Staff Member |
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Name of person completing this report:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

ATTACH APPLICABLE WORK ORDERS & INVOICES