

## New Hire Workstation Setup Sheet

Name:			
Job Title:			
Supervisor:			
Department:			
Start Date:			
Brand of Computer Required:			
Hardware Required:			
Software or Service Required:			
Dropbox Business Cloud File Server	Email	Chat Software	
Adobe Creative Cloud	Microsof	t Office ProPlus	
etc			
Name of IT Technician to Perform Computer I	Deployment:		