

INSPIRE I-TECH SERVICES PVT. LTD.

An ISO 9001 : 2015 & 14001 : 2015 Certified Company



INSTALLATION / SERVICE REPORT

Call Docket No.

No.....

CUSTOMER'S NAME														
CONTACT PERSON														
PHONE														
ADDRESS :														
Call Received		Engineer Arrived		Call Completed		SYSTEM TYPE	Server		TYPE OF CALL	HW		SERVICE	Onsite	
DATE	TIME	DATE	TIME	DATE	TIME		Desktop			SW			Paid	
							Laptop			OS			AMC	
							Other			Other			Expiry Date :	
Problem Reported :														

SYSTEM DESCRIPTION					
Sl.	Model No.	Serial No.	IP Address	MAC Address	Action Taken

In case of Replacement	
Existing Serial No.	Replacement Serial No.

Any Hardware Damage : <input type="checkbox"/> yes <input type="checkbox"/> No	Finacle working : <input type="checkbox"/> yes <input type="checkbox"/> No	Union Pariwar Working : <input type="checkbox"/> yes <input type="checkbox"/> No
Office 365 Installed : <input type="checkbox"/> yes <input type="checkbox"/> No	Printer Connected (if any): <input type="checkbox"/> yes <input type="checkbox"/> No	Anti Virus Installed : <input type="checkbox"/> yes <input type="checkbox"/> No
Scanner Connected (if any): <input type="checkbox"/> yes <input type="checkbox"/> No		

Engineer Remark, if any

Engineer's Name & Sign

Customer Remark, if any.....

Customer Signature With Seal

E-mail : support@iitindia.com

Date :