

Ovid-Elsie Area Schools

Technology Service Request Form

Directions: All computer repair and troubleshooting must be requested on this form. Complete the top portion of this form and mail to the Technology Director via district mail OR fax to 989-862-4463. The bottom portions will be completed during service and a copy of the form will be returned to you.

Building _____ Date _____

Your Name _____

Equipment Location _____

Equipment Serial # _____

Trouble Reported: _____

Technology Office: _____ **Date Received** _____

Action Taken: _____

Technology Office Signature

Follow-up: _____ **Date Completed:** _____

Service Completed By: _____ Time to Complete: _____

Comments: _____
