**TOTAL:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

g. Taxes: Tax Rate of:

$

**PROFESSIONAL REPAIR FACILITY**

Facility Name:

e. Cleaning or Other Service Charges:

$

f. Labor: No. Hours: @Hourly Rate of:

$

Repairman’s Signature:

Date:

Address:

Telephone Number:

Print Repairman’s Name:

Years of Experience:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. I came to this conclusion because: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Damage Located at : (**1**) \_\_ Front (**2**) \_\_ Back (**3**) \_\_ Right Side (**4**)\_\_ Left Side (**5**) \_\_ Top (**6**) \_\_ Bottom

2. **INTERNAL DAMAGE**. There \_\_\_ (was) \_\_\_ (was not) internal damage caused by shipment / power surge:

CIRCLE ONE: (**1**) Definitely (**2**) Probably (**3**) Cannot Tell

a. I \_\_\_ (was) \_\_\_ (was not) able to determine the cause of the internal damage. To the best of my knowledge

and belief, damage was caused by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location of damage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. I came to this conclusion because: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. I estimate the cost of repairing this damage in:**

MUST BE COMPLETED BY A PROFESSIONAL REPAIRMAN

The Personal Property Claims Office must determine whether listed item below was caused by the item being dropped or

mishandled in shipment, or whether the damage was due to fair wear and tear or a manufacturer’s defect.

OWNER’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HHG DELIVERY/INCIDENT DATE: \_\_\_\_\_\_\_\_\_\_

ITEM EXAMINED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MAKE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Model: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year: \_\_\_\_\_\_\_

a. Processor Type and Speed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e. Video Card Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. Hard Drive Capacity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ f. CD ROM Drive, Type/Speed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. RAM Capacity: Internal: \_\_\_\_\_\_ External: \_\_\_\_\_\_ g. Monitor Size/type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

d. Sound Card Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ h. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **EXTERNAL DAMAGE**. There \_\_\_\_ (was) \_\_\_\_ (was not) external damage to the item.

a. I \_\_\_ (was) \_\_\_ (was not) able to determine the cause of the external damage. To the best of my knowledge

and belief, damage was caused by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. Parts:

$

d. Subtotal of replacement parts:

$

a. Parts:

$

**COMPUTER REPAIR FORM**

b. Parts:

$