

**Format the service report form as shown:**

<b>Computer Resource Centre</b>			
<b>SERVICE REPORT</b>			
Date:		Serial No.:	
Call Type: Under Warranty / Paid Service			
Service: Site Inspection/ Installation/ Preventive Maint./ Corrective Maint. / Training			
Customer Name:		Reported By:	
Address:		Date:	Time:
Phone:		Call Received By:	
System/ Machine Details	Job/Comp. No.	Problems Observed	
Action Taken/ Suggested	Job Status	CRC Staff Signature	
Remarks:			
Signature & Stamp:			