

# Laptop Repair Sheet

**Note: Please have this filled out before taking to Technology.**

Name: \_\_\_\_\_ Date \_\_\_\_\_

Equipment Description: \_\_\_\_\_

RISD Property # \_\_\_\_\_ Serial# \_\_\_\_\_

Describe the problem. Tell us how to make it happen again. Include frequency and error messages, if applicable:

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Action Taken:

Notified: \_\_\_\_\_  
Date

Repaired by: \_\_\_\_\_  
Initials

Returned: \_\_\_\_\_  
Date

Signature: \_\_\_\_\_

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