



PC REPAIR SHOP
TOP QUALITY CENTERLIZED INSTRUMENTATION CENTRE
IIT BUILDING, MUET, JAMSHORO.
FORM

(Complete & Separate form to be filled per equipment)

Dated: _____

Outward #: _____

To,
The Incharge,
PC Repair Shop, (IIT Building)

Our following computer equipment is not working/ giving trouble/ malfunctioning (Tick appropriate).
It is requested that depute someone to do the needful.

1. Detail of Computer Equipment / Peripherals are: (Tick the appropriate)

PC (CPU) Monitor Printer Others (Please specify) _____

2. Please provide detailed specification of above Computer equipment/ Peripheral.

3. **Date of Supply:** _____ **Stock Reg No:** _____ **Stock Page No:** _____
(This Information is Mandatory Required to Process Further)

4. The Computer equipment is under: (Please Tick the appropriate box below)

Warranty No Warranty

5. Fault diagnosed by the user: (Tick the appropriate)

Hardware Software O/S Service Power
 Others (Please Specify) _____

7. Old / Replaced Equipment should be delivered to PC repair shop (IIT Building).

Delivered Not Delivered

Date: _____

Signature of the client/User: _____

Name of the Client/ User: _____

Deptt/Section _____

Ext/ Cell No. _____

Received

Counter signed by Chairman/ Section Head/
Director

NOTE

1. For Multimedia Repair Two Months Period is Required Due to Unavailability of accessories.
2. For Computer/Printers/Scanner Repair 15 to 20 Days Period is Required, Depending on Problem and availability of accessories.
3. Time Duration Will be start After Administrative Approval.

FOR OFFICIAL USE OF PC REPAIR SHOP

Date: _____

Serial No:

--	--	--	--

1. PC repair staff's comments after inspection of the equipment.

2. Date of site visit: _____

3. Fault diagnosed by the PC repair shop staff: (Tick the appropriate)

4.

Hardware Software O/S Power Others (Please specify) _____

4. Will it be repaired on site: Yes No

5. If **yes** then give details: _____

6. If **No** then: (Tick the appropriate)

- Please send to PC repair shop for repair. No additional components needed.
 Following components needed to be purchased through UPC (Details be given by PC repair shop)
 Following components needed to be purchased through PC repair shop

7. Condition received: _____

8. Approximate cost requested for Approval _____

9. Advance given to (Department/Person) _____

10. Old / Replaced Equipment should be delivered to PC repair shop. (Delivered/Not Delivered)

PC-REPAIR SHOP
Technician

Chief Electronic Engineer/
Incharge PC Repair Shop

Head PC Repair Shop

Concerned
Section Head,

Concerned
Dean

Director
Finance

Vice Chancellor