



Ernest G. Welch School of Art & Design

Student Computer Service Request

Date: ___ / ___ / ___ Time: ___:___ am, pm (select one)

Location of Computer: AH460, AH468, AH363, AH367, AH211 Other: _____

Computer Model & #: iMac 24", iMac27", MacPro, Other: _____

Individual Experiencing Problem (student or faculty): _____

Lab Assistant/Faculty/Student Requesting Service: _____

Please give a detailed description of the request or problem including any error messages or codes: (Please Print Clearly)

Have you or a Lab Assistant tried anything to correct the problem?

Office Use Only:

Assigned Work Order Number: _____

Received by: _____

Received for Service on: ___/___/___

Start Time: ___:___ am, pm

Service Completed on: ___/___/___

Service completed by: _____

End Time: ___:___ am, pm