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## COMPUTER COLLECTION CHECKLIST

If we are going to collect your computer for whatever reason, please make sure you work through the following form before we do so, allowing your computer to be returned to you as soon as possible.

Item	Required	Provided		Your Comments
		Yes	No	
Computer Tower/Desktop Case	<b>Yes</b>			<<<Please Tick
Windows CD	<b>Yes</b>			
Windows Licence Number/Manual*	<b>Yes</b>			
Driver CD's**	<b>Yes</b>			
Internet Password/Username and ISP	<b>Only if you require your internet connection restoring/testing</b>			
Mouse	<b>No</b>			
Keyboard	<b>No</b>			
Monitor	<b>No</b>			
<b>Other Items (Please Outline)</b>				
<b>Signed:</b>				
<b>Print Name:</b>				
<b>Date:</b>				

\*Your licence number will either be on the front of your Windows user manual, on the front/rear of your Windows CD Case or situated on a sticker located somewhere on your PC Tower/Desktop case.

\*\* A driver is a program that controls a device. Every device, whether it be a printer, disk drive, or keyboard, must have a driver program. Many drivers, such as the keyboard driver, come with the operating system. For other devices, separate drivers are needed. Please provide any driver CD's you have. As there are millions around, it is crucial that we have the specific driver that came with your computer/device.

