



# Technology Work Order

*Complete this form and return to  
Sandy Ketchum's Inbox in the main office.*

Name: \_\_\_\_\_ Office/Phone Ext: \_\_\_\_\_

Date: \_\_\_\_\_ COMPUTER/PRINTER LOCATION: \_\_\_\_\_

COMPUTER/PRINTER #: \_\_\_\_\_ (ID number or serial number)

CHECK ONE: Hardware: \_\_\_\_\_ Software : \_\_\_\_\_ Both \_\_\_\_\_

DESCRIBE THE PROBLEM BRIEFLY:

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BRIEFLY DESCRIBE THE ACTIVITY PRIOR TO THE PROBLEM:

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MAINTENANCE PERFORMED AND RECOMMENDATIONS:

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