

Keystone Learning Services - NEKESC Technical Support Dept.

620 E. Woodson, PO Box 320 • Lecompton, Kansas 66050 • (785) 550-7803 phone

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Equipment Repair Request Form

Steps for Requesting Service:

- 1) Call the Lecompton Office, by 3:00pm Tuesday, if possible, and give the following information:
 - District Name and which ZONE school equipment will be at:
 - Contact Person's Name
 - Equipment to be repaired.
- 2) Complete this form and make a copy for your records. Then attach form securely to the equipment to be repaired.
- 3) A driver will be scheduled to pick up the equipment at the zone school site on Wednesday.
- 4) Use one form for each piece of equipment.
- 5) Equipment will be delivered to ZONE Drop School when repaired.
- 6) Check the equipment as soon as it is returned. There is a 30 day warranty from the completion repair date.
- 7) Call the Lecompton Office if you have any questions.

Date _____

Pick Up Date _____

USD # _____

Phone # _____

Contact Person _____

Pick Up Site _____

IF PASSWORD PROTECTED, EITHER DISABLE OR SUPPLY PASSWORD ON FORM.

Has computer been backed up? Yes No PASSWORD _____

Item to be Repaired (one per form)

Equipment Serial Number _____

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Description of Problem(s) with Equipment: Attach sample of printing problems on Printers

MAKE ADDITIONAL COPIES OF THIS FORM AS NEEDED.