

Customer Information: This Sheet Is Given to _____ After Transfer

Password on Computer: _____

Does your old computer start up? _____

(Add \$60 for **Data Recovery** from a non-booting computer)

Do you want the old computer back? _____

MOST COMMON PROGRAMS:

- Email Program: _____
- Printer(s): _____
- Microsoft Office version _____

- Antivirus Program:** ESET w/Onsite or _____
- Malwarebytes Free or Lifetime (\$200)
- QuickBooks version _____
+ \$20 to Extract code from old PC, download, & activate (\$20)
- Quicken version _____
- Skype or Zoom
- iTunes
- Tax Software: TurboTax, etc. _____
- Password Manager: _____ (you will log in)
- Remote Software: VPN, LogMeIn, TeamViewer,

- Default Browser: Chrome (Best), Firefox, Edge, Opera
- Default Mail Program: Website, Outlook or _____

Microsoft Office Account Info:

Username (email): _____

Password: _____

Email Info if you use Outlook:

Username: _____

Password: _____

External or Online Backup: Carbonite or iDrive

Username (email): _____

Password: _____

Appointment with tech scheduled for: _____

NOT SO COMMON PROGRAMS:

File Sharing:

- Dropbox
- OneDrive
- Google Drive
- Box
- SugarSync

Productivity:

- LibreOffice or OpenOffice (Free Programs)
- Thunderbird (Free)
- Amazon Music (Free)

- Word Perfect
- Adobe Pro Software (Paid)
- VM Ware (Paid)
- Acronis Cloning and Backup (Paid)

Additional Notes To Technician:

- _____
- _____
- _____

Tech Completion Tasks:

- Add ESET and change in console**

- Add Free Budget or \$20/month
Managed Care Proactive Monitoring**

- Check for USB Dongle**

- Check for CD in Drive**

- Return Accessories**

- Labelled Old Hard Drive**

Called Client: _____ Time: _____ Date: _____

Created Invoice: _____