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| --- | --- |
| **Customer Information: This Sheet Is Given to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ After Transfer** | |
| **Does the old computer start up? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  (+ $40 for **Data Recovery** from a non-booting computer)  **Do you want the old computer back? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Total Transfer of Programs, Files, Settings, Shortcuts $250.00**  **Customer provided software to install individually ($20 Each):** | **NOT SO COMMON PROGRAMS:**  **File Sharing:**   * Dropbox * OneDrive * Google Drive * Box * SugarSync   **Productivity:**   * LibreOffice or OpenOffice (Free Programs) * Thunderbird (Free) * Evernote (Free) * Amazon Music (Free) * Word Perfect (Paid) * FileMaker Pro (Paid) * Microsoft Project (Paid) * Microsoft Visio (Paid) * Microsoft Publisher (Paid) * Microsoft Access (Paid) * Adobe Pro Software (Paid) * Will Maker (Paid) * Dragon Naturally Speaking (Paid) * Family Tree Maker version \_\_\_\_\_\_\_ * XP Mode (Paid) * VM Ware (Paid) * Acronis Cloning and Backup (Paid)   **Additional Notes To Technician:**   * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Check for USB Dongle * Accessories |
| **MOST COMMON PROGRAMS:**   * Email Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Printer/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Need to reinstall) * Microsoft Office v.\_\_\_\_\_\_\_\_ + Extract code from old PC, download, & activate ($20) * Antivirus Program: ESET w/Onsite or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Malwarebytes Free or Lifetime * QuickBooks v.\_\_\_\_\_\_\_\_ + $20 to Extract code from old PC, download, & activate ($20) * Quicken v.\_\_\_\_\_\_\_\_ * Firefox * Skype * iTunes (Will have to resync your phone) * Tax Software: TurboTax, Sage, Streetsmart, etc. \_\_\_\_\_\_\_\_\_\_\_ * Password Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Remote Software: VPN, LogMeIn, TeamViewer, GoToMyPC   or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * Default Browser: Chrome (Best), Firefox, Internet Explorer * Default Mail Program: Website, Outlook or \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Microsoft Office Account Info:   Username (email):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email Info if you use Outlook:  Username:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Online Backup: Existing or New (Add $20)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ~~Mozy~~ / Carbonite   Username (email):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Appointment with tech scheduled for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Tech who Called Client: \_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_ Created Invoice: \_\_\_\_\_\_ Labelled Old Hard Drive: \_\_\_\_\_\_\_ | |