|  |
| --- |
| **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: \_\_\_\_\_\_\_  |