

# Fountain Hills PC Repair Drop off Form

## New Client information

(Please completely fill out this form or we will be unable to service you. Thank you!)

First and Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City-State-Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Items Being Dropped off: Laptop \_\_\_\_\_ Desktop \_\_\_\_\_ Other \_\_\_\_\_

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System Password to log into Windows: \_\_\_\_\_

Brief description of the problem(s) you are experiencing:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A Free Basic Diagnosis is provided **within 2 business days (Mon-Fri)** of drop off time. You will be contacted at the above phone number or email address. Please note that the free diagnosis does not include a hardware breakdown. This mostly applies to laptops however if this is needed in order to diagnose a problem you will be contacted prior with a quote before we attempt to proceed.

Please choose how you would like to be contacted. Phone \_\_\_\_\_ email \_\_\_\_\_ Both \_\_\_\_\_

If you are bringing a Desktop Computer please make sure to only leave the PC itself.

We do not accept power cords or any other peripherals. **If it is a laptop please be sure to leave us the original power adapter. We accept checks and Cash at this time.** Payment is due upon completion of agreed service(s) and needs to be paid in full prior to release of equipment.

## Additional Terms & Conditions

**Payment Agreement:** By signing the invoice to your transaction, you agree to pay Fountain Hills PC Repair, LLC. In full for products and services rendered. Failure to pay will result in legal actions in which you agree to pay for all legal costs, including all collection fees incurred by Fountain Hills PC Repair, LLC. to obtain payment. Any check not honored upon presentation to a bank will incur \$50 bad check fee each time it is presented to a bank or whatever maximum is allowed by law, whichever is greater. **All sales are final.**

**Abandoned Equipment Policy:** Any equipment or peripherals not picked up from our facility within **30 days** of the completion date will be considered abandoned and become property of Fountain Hills PC Repair, LLC. We will store your item(s) for up to **14 days with no charge**, after which we will apply a **\$50 storage fee**. After **30 days** of no communication we hold the right to sell off your item(s) in order to recover any losses on the services and products rendered on abandoned equipment. Fountain Hills PC Repair LLC. Reserves the right to liquidate abandoned equipment to cover any outstanding balance.

### User Responsibility

You understand and agree that prior to allowing Fountain Hills PC Repair, LLC. To perform any work on your computer, **it is your responsibility to back-up the data, software, information or other files stored on your computer disks and/or drives.** You acknowledge and agree that Fountain Hills PC Repair, LLC. Shall not be responsible under any circumstances for any loss or corruption of data and/or software.

By signing below I fully agree to all the terms and conditions and are fully aware of company policies.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_