

ONSITE SERVICE MAINTENANCE REPORT

**Client**

|  |  |
| --- | --- |
| Company: |  |
| Address: |  |
| Contact: |  |
| Ph: |  |
| PO Number: |  |

**Maintenance Performed**

|  |  |  |
| --- | --- | --- |
| **Details & Description of Work Performed:** |  |  |
| * Antivirus Updates |  |  |
| * Event Logs |  |  |
| * Start Up & Shutdown Process |  |  |
| * Task Manager |  |  |
| * HDD Status |  |  |
| * N/W Drive Mappings |  |  |
| * Backup’s Drive |  |  |
| * Service Packs (O/S & Office) |  |  |
| * Temporary Internet Files & Clear History |  |  |
| * Wireless Router |  |  |
| * Power Supply Status |  |  |
| * Switches |  |  |
| * Microsoft Outlook (Email) |  |  |
| * Exchange Server Mail box limit |  |  |
| * Server Status |  |  |
| * Check Logoff |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Overall Performance |  |  |

### Labour

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Call | Start | Finish | Total Hours |
|  |  | : | : | : |
|  |  | : | : | : |
|  |  | : | : | : |
|  |  | : | : | : |

**Client Acceptance**

I am satisfied with the service provided by IT Intelligence PTY LTD and agree that the above details are correct.

|  |  |
| --- | --- |
| **Client’s Signature**  **Printed Name** | **Engineer’s Signature**  **Printed Name** |