

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** |