The Mobile PC Guys

Computer Mail-In Repair Form

Preparing your computer for shipment to us:

Make a list of the problems with your computer. Remember to print this form and complete the information. (Make sure To Print so we can read your information)

Include any passwords needed to start your computer or login. Passwords, if needed, to come out of the screen saver or sleep mode, any other passwords that might prohibit us from accessing your computer. Remember, passwords are cAse seNsiTive.

Remove any floppy disks or CD-ROMS from the drives.

Disconnect all cables from the machine, and retain them. *SHIP NO CABLES*

Ship only the computer. No monitor, keyboard, mouse, printer, etc.
Include the following CDs:
Operating System (Windows 98, ME, XP, Etc.) with Key Number.
Driver CDs for Video, Sound, Modem, Etc.
Any program CDs you wish us to re-install. (Include passwords, or Keys if required)

Take your computer, and this completed form, to a shipping place like Mailboxes Etc, UPS Store, or the like, and have them wrap the computer in 2 to 3 inches of bubble wrap, and place it in a snug fitting box. (*Please, NO Styrofoam Peanuts*)

Remember to include this completed form in the box.

Ship the computer to:
The Mobile PC Guys
7211 Coca Cola Smith Rd
Union City, Tennessee 38261

Insure the shipment for at least the replacement value of the computer and keep a copy of the tracking number, as we are not responsible for shipping damages or lost equipment.

We will send you an email when your computer arrives at our shop.

This Form Must Be Completed and Included With Your Computer. – Please Print!

Customer Information:

Name_____

Address_____

City_____State_____ZIP_____

Phone_____ Cell_____

Email Address_____

Best Times To Call: _____

Password for Windows Log-In If Any:_____

Password for any other application we may need: _____

Comments:_____

Describe Computer Problems: