

# PJC Services

## *Service Contract Request Form*

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City /State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

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Pricing for service contracts are \$99/yr per computer. Computers are serviced twice yearly. Servicing includes the following:

- Thoroughly clean system interior and exterior
  - Clean all disk drive read/write heads (floppy, CD, tape)
  - Diagnose, optimize, and defragment hard disk drive
  - Delete unnecessary files to reclaim disk space
  - Optimize memory allocation
  - Optimize and clean up windows system files, registry and directories
  - Benchmark speed test system to ensure it is running at optimal speed
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Number of Computers to place under Service Contract: \_\_\_\_\_

Information required on each computer: (copy and attach additional sheets if necessary)  
If necessary, please call to schedule an appointment for us to obtain the following information.

**System #1**  standalone  network workstation  network server  
-Age of System (in months): \_\_\_\_\_  
-Type of System (name brand or OEM) \_\_\_\_\_  
CPU: \_\_\_\_\_ RAM: \_\_\_\_\_ Hard Drive: \_\_\_\_\_  
Floppy drive(s): \_\_\_\_\_ CD-ROM speed: \_\_\_\_\_  
Modem speed: \_\_\_\_\_ Other hardware: \_\_\_\_\_  
Operating System version: \_\_\_\_\_ (check in System Control Panel)

**System #2**  standalone  network workstation  network server  
-Age of System (in months): \_\_\_\_\_  
-Type of System (name brand or OEM) \_\_\_\_\_  
CPU: \_\_\_\_\_ RAM: \_\_\_\_\_ Hard Drive: \_\_\_\_\_  
Floppy drive(s): \_\_\_\_\_ CD-ROM speed: \_\_\_\_\_  
Modem speed: \_\_\_\_\_ Other hardware: \_\_\_\_\_  
Operating System version: \_\_\_\_\_ (check in System Control Panel)

*(over)*

**System #3**  standalone  network workstation  network server  
-Age of System (in months): \_\_\_\_\_  
-Type of System (name brand or OEM) \_\_\_\_\_  
CPU: \_\_\_\_\_ RAM: \_\_\_\_\_ Hard Drive: \_\_\_\_\_  
Floppy drive(s): \_\_\_\_\_ CD-ROM speed: \_\_\_\_\_  
Modem speed: \_\_\_\_\_ Other hardware: \_\_\_\_\_  
Operating System version: \_\_\_\_\_ (check in System Control Panel)

**System #4**  standalone  network workstation  network server  
-Age of System (in months): \_\_\_\_\_  
-Type of System (name brand or OEM) \_\_\_\_\_  
CPU: \_\_\_\_\_ RAM: \_\_\_\_\_ Hard Drive: \_\_\_\_\_  
Floppy drive(s): \_\_\_\_\_ CD-ROM speed: \_\_\_\_\_  
Modem speed: \_\_\_\_\_ Other hardware: \_\_\_\_\_  
Operating System version: \_\_\_\_\_ (check in System Control Panel)

**System #5**  standalone  network workstation  network server  
-Age of System (in months): \_\_\_\_\_  
-Type of System (name brand or OEM) \_\_\_\_\_  
CPU: \_\_\_\_\_ RAM: \_\_\_\_\_ Hard Drive: \_\_\_\_\_  
Floppy drive(s): \_\_\_\_\_ CD-ROM speed: \_\_\_\_\_  
Modem speed: \_\_\_\_\_ Other hardware: \_\_\_\_\_  
Operating System version: \_\_\_\_\_ (check in System Control Panel)

**System #6**  standalone  network workstation  network server  
-Age of System (in months): \_\_\_\_\_  
-Type of System (name brand or OEM) \_\_\_\_\_  
CPU: \_\_\_\_\_ RAM: \_\_\_\_\_ Hard Drive: \_\_\_\_\_  
Floppy drive(s): \_\_\_\_\_ CD-ROM speed: \_\_\_\_\_  
Modem speed: \_\_\_\_\_ Other hardware: \_\_\_\_\_  
Operating System version: \_\_\_\_\_ (check in System Control Panel)

**System #7**  standalone  network workstation  network server  
-Age of System (in months): \_\_\_\_\_  
-Type of System (name brand or OEM) \_\_\_\_\_  
CPU: \_\_\_\_\_ RAM: \_\_\_\_\_ Hard Drive: \_\_\_\_\_  
Floppy drive(s): \_\_\_\_\_ CD-ROM speed: \_\_\_\_\_  
Modem speed: \_\_\_\_\_ Other hardware: \_\_\_\_\_  
Operating System version: \_\_\_\_\_ (check in System Control Panel)

\_\_\_\_\_  
*PJC Services* Authorization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client Authorization

\_\_\_\_\_  
Date