

Instructions

Please complete this form return to OSC facility or fax to OSC at (916) 363-7432. An OSC Student will contact you to arrange for a meeting to discuss your work request.

Contact Information

Name			
Email			
Phone#	Work:	Home:	Cell:

Work Request / Problem Report

Equipment Info *(if computer repair is requested)*

Computer Make/Model	
Serial #	
Purchase Date	
Operating System	

Terms of Service

- You understand that the work performed will be done by OSC students on their own time; It is up to you and the student to negotiate reasonable payment terms. OSC recommends a minimum donation of \$20.
- OSC Student will call you at the end of each business day to communicate the status of your project/equipment. It is up to you to decide if you wish for the student to continue work on your request.
- You understand and accept that there are no guarantees for the service request. You agree to hold OSC Students harmless for damages that may occur. If your request is computer repair, you must take steps to back up any data that is critical to you.
- You understand that OSC will only accept responsibility for storing your equipment overnight if that is necessary. You understand that OSC is not responsible for the quality and/or outcome of the work conducted.
- You understand that any communication regarding the status of your request must be made directly thru the student using the contact information provided by the student. OSC will not accept any phone calls regarding the status of your equipment.

Signature: _____ Date: _____

Work Assignment *(OSC Use Only)*

Student Name: _____ Date: _____