



## WORKSHOP CHECKLIST

The following checklist outlines items that are recommended to accompany your PC or Laptop when presenting to the workshop for repairs and or upgrades.

### Desktop Computer

1. User / Administrator password used to access the computer. (If password is present)  
  
Password: \_\_\_\_\_.
2. Motherboard / Installation disk. (Although this is not compulsory supply of the disk may assist is a speedy return of your PC )
3. Operating System Registry Key (Windows XP, Vista, Windows 7)  
(Required if the Operating system is to be reinstalled )
4. Additional software / program disks required for installation. (Required should you need software installed on your PC )

### Laptop / Notebook

1. Power Adapter (Battery may not be have adequate power source to complete repairs)
2. User / Administrator password used to access the computer. (If password is present)  
  
Password: \_\_\_\_\_.
3. Motherboard / Installation disk. (Although this is not compulsory supply of the disk may assist is a speedy return of your PC should it need installation. )
4. Operating System Registry Key (Windows XP, Vista, Windows 7 or other should it be required to be reinstalled )
5. Additional software / program disks required for installation. (Required should you need software installed on your PC such as MS Office, MYOB etc.)

### Client Settings

1. Email address settings including passwords (Required should they need to be re configured)
2. Name of your internet provider (To assist with email setup)

This document is provided as a guide only for the convenience of our clients.