

Add / Move / Change (AMC)

Please complete one form for each request

Company Name: _____ Requested by: _____

Date: _____ Time: _____

Workstation: WS # _____ Server: _____

Repair / Service Authorized by: _____

Explain request in detail. Priority: High - Medium - Low

Examples:

Add workstation to network _____ User _____

Move workstation from _____ To _____

Add application Name of Application _____

Access computers will call to schedule a service call if requested.

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Action Taken by Access Computers, Inc.

Phone(770) 242-3001 Fax (770) 242-8188 Toll Free (877) 242-3001

SrvJob# _____

___ Phone Support (Attach phone support form)

___ Onsite Service

Service scheduled time and date / performed on: _____ / _____ By: _____

Request completed: YES/NO Scheduled Return Date: _____

Additional Notes/Comments: _____

