



We would hate to forget something important. Please help us understand where your important data is

By default, we will backup common areas of data, however you must specify if there is data elsewhere on the computer.

Common areas of data include:

Windows XP : My Documents, (and all subfolders like My Pictures, My Music) Desktop & Internet Explorer Favorites

Windows Vista 7, 8 & 10: My Documents, My Pictures, My Music, My Videos, Downloads, Contacts, Desktop, Int. Exp. / Edge favorites

Mac OSX : Desktop, Documents, Library, Downloads, Pictures, Music, Movies & Desktop

What is your Windows/ Mac OS password? _____ **Email address?** _____

How do you get your Email? Microsoft Outlook (Office) Outlook Express Outlook.com Thunderbird Windows Live Mail

Yahoo.com Gmail.com Hotmail.com AOL Desktop AOL.com Mail in Mac OS Other: _____

Save favorites / bookmarks? Internet Explorer Microsoft Edge Google Chrome Firefox Safari Opera AOL Desktop

Do you currently use these programs? Quicken Quickbooks Genealogy iTunes Kodak Easyshare Others _____

What Office suite are you currently using? (please circle all that apply) Office 2000/ 2003/2007/2010/2013/2016/365

Office for Mac WordPerfect Microsoft Works OpenOffice LibreOffice Other _____

~ Can't find your Office discs? In many cases we can extract the "Office product key" from your old PC for a fee

If we are formatting, it would be helpful if we knew your **printer make and model number** so we can make reconnecting easier for you

Make: _____ Model: _____ **How does it connect?** USB Parallel Ethernet Wirelessly

Would you like us to install a AntiVirus? Microsoft Security Essentials / Defender (FREE) Avast (FREE) Eset NOD32 (\$39-\$49)

Would you like us to install any of these items? Microsoft Games PowerPoint Viewer Malwarebytes FREE / PAY

Classic Shell for Windows 8/10 Skype AdBlockPlus

Windows only: What would you like your user name to be? _____ if blank it will be "Owner"

Mac Only: What would you like your Mac OS password to be? (required) _____ if blank it will be "12345"

~ If we are "formatting" or erasing your hard drive and reloading Windows, only basic programs* will be reinstalled unless specified on this form as we are unable to backup and restore your programs, or move them from your old PC to your new PC

*Windows Vista & 7 : Adobe Reader, Java, Flash, VLC Player

*Windows 8 & 10 : Adobe Reader, Google Chrome, VLC Player

Loss of Data: Computer Works technicians care about your data, and are instructed to retain and save any and all data wherever possible, however we will not be held legally liable for any data loss. Rarely, mechanical failure of your hard disk or other components inside your device can occur without warning during our intensive diagnostics. Virus and malware infections can also damage your data and could lead to unpredictable problems and could result in data loss. Electronic computer equipment is sensitive by nature. We have a total of over 25 years of combined experience with data backup and will do everything we can to ensure no data is lost, however Computer Works and its technicians are not responsible for the loss of any data which may occur while performing work on your computer. Computer Works will backup and restore your data for you; however, we do not guarantee the success of any backup.

Customer Name _____ Customer Signature _____ Date _____

Phone: 248-738-8700 Fax: 248-747-5304 Email: info@computerworksmi.com

Or take a picture of this form with your smartphone and email it or text it to 248-716-5107

