

TECHBYTES GLASGOW LTD REPAIRS VIA POST FORM

Please either fill this form in online, or print it off and fill out all of the fields to the best of your ability. Keep a copy for yourself, then send it to us along with your laptop that you wish to be repaired. Once we have safely received your laptop and contents have been checked and processed through our system you will then receive a text & email from us providing you with key tracking information.

Keep in mind;

- do not send us laptop bags or any other accessories.
- make sure you package your laptop safely in a box. (stuff with bubble wrap/foam)
- send via **Special Delivery** & take out insurance if possible when sending us the laptop.
- be sure to remember and include this form with your laptop.
- keep a hold of your postage receipt in case of any problems with your courier/royalmail.

Contact & Personal Details.

Date	Contact Number (Mobile Preferred for Text Updates)
<input type="text"/>	<input type="text"/>
Full Name (BLOCK Caps)	Email Address (Email Updates)
<input type="text"/>	<input type="text"/>
Address (Return Address)	
<input type="text"/>	
Post Code	
<input type="text"/>	

Laptop Details

Brand (e.g Sony/Acer/Advent/HP/Compaq)	Model Number (e.g; NC200 / DV6000 / Aspire 6335G)
<input type="text"/>	<input type="text"/>
Serial Number (REQUIRED)	Please provide any relevant passwords
<input type="text"/>	<input type="text"/>
Fault Description - (Please be as detailed as possible - if you need more space please use the back of this sheet)	
<input type="text"/>	
• Charger & Plug included? (Y / N)	I agree to allow TechBytes to inspect my laptop and carry out the repair described above in the fault description.
• Total Quantity of items sent <input type="text"/>	I understand there is a no fix no fee policy.
	I agree that if the laptop is not repaired I will pay £20.00 for delivery back to me.
	I understand that if I do not collect or pay for my repair in full after 1 month it can be sold to recover costs and will be disposed of by TechBytes Glasgow Limited

Please tick the relevant box below.
 UPPER CASE mIXeD CasE
 lower case

Please check all of the details above are correct and you agree to the terms in place, please sign and date below.

SIGNATURE: _____ **DATE:** _____

FOR OUR USE ONLY - DO NOT WRITE IN THE BOXES BELOW

Received By	Date Received
<input type="text"/>	<input type="text"/>
Packaging Details	
<input type="text"/>	
Assigned job number:	Total qty of items Rc'vd
<input type="text"/>	<input type="text"/>
Deposit Payment Method (Please Highlight)	Deposit Total
PAYPAL / CARD / BANK DEPOSIT / OTHER:	£ <input type="text"/>
Deposit Reference Number	
<input type="text"/>	

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Repair Total	Balance Outstanding		
£ <input type="text"/>	£ <input type="text"/>		
Payment Method (Please Highlight)	Payment Date	Payment Reference	Paid in Full
PAYPAL / CARD / BANK DEPOSIT / OTHER:	<input type="text"/>	<input type="text"/>	Y / N
Date Job Completed:	Courier Used	Dispatch Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Return Tracking Number			
<input type="text"/>			
Notes:			
<input type="text"/>			
Dispatched By (Initials) _____			