



Jeff
THE Computer Guru

New Computer Installation Data

Date _____

PLEASE NOTE: A standard installation includes the following: unpack and physically install computer and cables, first run of Windows and registration with Microsoft, install anti-virus software, attach to one existing network, install one existing printer, and install/activate Microsoft Office or LibreOffice Suite. Additional software and peripherals will be charged at hourly rate.

Data Transfer involves moving data from an OPERATING computer to the new computer. Moving data from a non-operating computer involves an additional charge. **IMPORTANT! Data transfer involves transferring data only, not applications.**

Expected time for complete operation is 2-2.5 hours.

Items marked with * are very important for installation .

Initial Here

*Name _____

Address _____ Phone _____

Name for your computer _____
Computer name will be "Name PC" if not specified, e.g. John Smith PC

*E-mail Address _____

*E-mail Password _____

*How do you now receive your e-mail? Go to website Client (Outlook, Windows Mail, etc)

*Do you have a Microsoft Account? Yes No I don't know

*If yes, what is the password? _____

Do you want to log on to your computer using a 4-digit PIN? Yes No
This is very secure and makes using your computer easier.

If yes, what do you want the PIN to be? ____ ____ ____ ____

***In setting up a new computer it is necessary to have a password for different sites. What password that would you like me to use? (It can be changed at any time.)** _____
Password will be your last name plus the last 4 digits of your phone number (e.g.smith1234) if not specified

Please continue on reverse side

Do you have wifi? Yes No Wifi security key (if known) _____

Am I installing an existing printer? Yes No Wireless? Yes No

*Do you have a mobile phone? Yes No

*If yes, what is the number? _____

Do you subscribe to PAID anti-virus software? Yes No

If yes, which one? _____ For more than one computer? Yes No

Should I install your current anti-virus or a new one? Current New Paid New Free
To use currently subscribed software make I must have the login info for your account.

Which web browser do you prefer to use? Chrome Firefox Edge AOL

What do you prefer as your startup page? _____

Do you now use Microsoft Office products? Yes No

Do you want me to? Install a new version Install a free equivalent Do Nothing

Do you currently have an automatic backup system? Yes No

If yes, which one? _____ To hard drive On line

This is STRONGLY recommended!

Is there any other software you need me to install? Yes No

(Please list below. You must supply disks. There is an additional charge for this service.)

Comments & Notes: