



Compute4U Limited  
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ME5 7PR

# Hardware and Standard Desktop Maintenance Agreement Application Form

Please complete sections A to D and return this form to Compute4U Limited

## Section A – Hardware Maintenance

Please ensure that Compute4U maintains this PC after expiry of the warranty.

My department / I agree to pay the prevailing annual charge (subject to the terms of the maintenance agreement) plus the cost of printer maintenance contract if applicable.

Is this PC replacing one that is currently under a maintenance agreement? **Yes / No**

If this is the case we will cancel the existing contract and ensure your department is charged correctly.

### Person Requesting

Name..... Telephone No.....

Business Name..... Department.....

Address.....

### Usual User of PC

Name-1..... Username.....

Name-2..... Username.....

Name-3..... Username.....

Name-4..... Username.....

**Please Note:** If more than one person uses this computer please illustrate this on a separate piece of paper and fastened to this document.

### PC Details

Location (Building & Room).....

PC Manufacturer.....PC Model.....

PC Serial No..... PC Warranty expiry date.....

Monitor Type..... Monitor Serial No.....

Extras e.g. Peripherals.....

Printer details – if not networked

(Use a separate form to request set-up of a networked printer)

A separate contract will be taken out with an external maintainer for the printer, when its warranty expires. You will be charged separately at cost + 20% for this.

Printer Manufacturer..... Printer Model.....

Printer Serial no..... Printer Warranty Expiry.....

## Section B – Desktop Installation

If you would like us to 'build' the software on your PC to our standard specification, please indicate which desktop you require. Note that you can have a standard build on your PC, even if you are not taking out a Staff Desktop or Public PC Clone Maintenance Agreement.

I would like my PC built as: Please tick appropriate box.

Staff Managed Desktop. Indicate in Section C whether or not under maintenance.

Public PC Clone Agreement is required.

A 'plain' build with just the basics.

None.

The rate for the building, configuration is currently one hour's work at £35.00 per hour – if you need any extra work beyond this please allow for more than one hour's work. Delivery is free depending on location distance.

Please note: the Public PC Clone build is only recommended for PCs to be for shared use amongst students

(UG or PG) and not staff. The Public PC build will also include the loading of local printer drivers to allow your students to use a locally attached departmental printer. This does not apply to other items of peripheral hardware. However, any printer attached in this manner will not be able to be shared by users of other PCs

## Section C – Desktop Maintenance

If you only require hardware maintenance please ignore this section.

I would like to apply for

A Staff Managed Desktop Maintenance Agreement

A Public PC Clone Maintenance Agreement

Neither

My department / I agree to pay the prevailing annual charge, which is currently £100.00 per annum in addition to the cost of installation (see Section B).

**Note:** If no maintenance agreement is entered into, I understand that this means that my department will not be billed for an annual software charge, only for the time taken to build the PC, and for any subsequent work necessary in the event of a problem. I am prepared to risk any problems that might occur and understand that requests for support if my PC has problems may take a lower priority than contracted PCs.

## Section D – Schools / Universities

Comp No.....

Signature..... Date.....

## Section E – For Compute4U use only

Staff Managed Desktop / Public PC Clone delivered to the user and set-up for use:

On (date)..... NetBIOS name.....

By (signature)..... PC Domain (e.g. company. local).....

User's name.....

Login.....

The data collected will be used to amend your computer record and will not be disclosed to any external source without your consent. It will form part of your permanent record. Personal data is held by Compute4U Limited under the terms of the Data Protection Act.