

Date:
To
Director, ICT Cell.

Noakhali Science and Technology University
Prescribed form of ICT Cell

Subject: Request for Servicing

1. User's Information:

Name: _____ Department/Office: _____
Phone No: _____ Email Address: _____
Address: 1)Bhaban Name: _____ 2) Floor No.: _____ 3)Room No.: _____

2. Equipment's Information:

Equipment Name: _____ Brand Name: _____ Model: _____ Quantity: _____
Operating System: _____ OS User Name: _____ Password: _____
Printer Name (Which is using with the Computer): _____ Warranty (Y/N): _____

3. Problem Description:

4. Liability

Here by I declared that I will not any claim about any kind of data missing or hardware collapse regarding this servicing.

Thanks

5. Head of the Office / Chairman

Receiver's Name & Signature
After Servicing

For ICT Cell Use Only

6. Work Assigned To:

7. Comments:

7. Equipment Delivry Date:

Signature :