REQUEST FOR TECHNICAL SUPPORT

(Part 1) To be completed by the person requesting service or training

Date:_____

Name:_____ Room# or office _____

Check One   ( ) Service   ( ) Training

School:_____

Service or Training Requesting:

_____

_____

_____

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(Part 2) To be completed by technician

Name:_____ Date:_____

Service or Training completed by technician:

_____

_____

_____

_____

Date work completed:_____ Tech's Signature:_____

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REQUEST FOR SERVICE PROCEDURE

1. Go to East Jasper Home Page, select department, technology, technology web site, and technical support and complete form.

   Or

2. Complete technical support form and place in technician's mail box.