

Computer Installation Planning Worksheet

(Return to the Office of Information Technology)

Name: _____

Office Location: _____

Phone Number: _____

Office Hours Available (Days and Times):

In order to be certain that all of your data is backed up from your existing PC, please provide us with a list of the directories (folders) on your computer that should be copied. These would be the folders to which you save your documents, spreadsheets, etc. It is time consuming and difficult to retrieve these after the fact. Please take a few moments to provide us with this list.

Please do not provide us with generalities (ie. "all of my documents"), as we do not know where you might have saved your documents nor do we have a way to locate them. You must provide us with a specific list of folder names.

List of folders to copy to new PC as well as special software to be installed (ie. PC3260, FrontPage, DataKeeper, Avaya Voice Player, etc.):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

After delivery of computer:

I understand that I have 30 days to review the contents of my computer and certify that all of the files and software requested above were copied and are present. I understand that I will no longer have access to my old machine 30 days after the date signed below.

Signature: _____ Date: _____