



We would hate to forget something important. Please help us understand where your important data is

**By default, we will backup common areas of data, however you must specify if there is data elsewhere on the computer.**

**Common areas of data include:**

**Windows XP :** My Documents, (and all subfolders like My Pictures, My Music) Desktop & Internet Explorer Favorites

**Windows Vista 7, 8 & 10:** My Documents, My Pictures, My Music, My Videos, Downloads, Contacts, Desktop, Int. Exp. / Edge favorites

**Mac OSX :** Desktop, Documents, Library, Downloads, Pictures, Music, Movies & Desktop (Can't guarantee iTunes playlist or Mail)

**What is your Windows/ Mac OSX password?** \_\_\_\_\_ **Email address?** \_\_\_\_\_

**How do you get your Email?** Microsoft Outlook (Office) Outlook Express Outlook.com Thunderbird Windows Live Mail  
Yahoo.com Gmail.com Hotmail.com AOL Desktop AOL.com Mail in Mac OSX Other: \_\_\_\_\_

**Save favorites / bookmarks?** Internet Explorer Microsoft Edge Google Chrome Firefox Safari Opera AOL Desktop Other?

**Do you currently use these programs?** Quicken Quickbooks Genealogy iTunes Kodak Easyshare Others \_\_\_\_\_

**What Office suite are you currently using?** (please circle all that apply) Office 2000/ 2003/2007/2010/2013/2016/2019/365

Office for Mac WordPerfect Microsoft Works OpenOffice LibreOffice Other \_\_\_\_\_

~ Can't find your Office discs? In many cases we can extract the "Office product key" from your old PC for a fee

If we are formatting, it would be helpful if we knew your **printer make and model number** so we can make reconnecting easier for you  
Make: \_\_\_\_\_ Model: \_\_\_\_\_ **How does it connect?** USB Parallel Ethernet Wirelessly

**Would you like us to install a AntiVirus?** Microsoft Security Essentials / Defender (FREE) Avast (FREE)

**Would you like us to install any of these items?** Microsoft Games (Solitaire) PowerPoint Viewer Malwarebytes FREE / PAY  
Classic Shell for Windows 8/10 AdblockPlus Adobe Reader

**Windows only: What would you like your user name to be?** \_\_\_\_\_ if blank it will be "Owner"

**Mac Only: What would you like your Mac OS password to be?** (required) \_\_\_\_\_ if blank it will be "12345"

~ If we are "formatting" or erasing your hard drive and reloading Windows, only basic programs\* will be reinstalled unless specified on this form as we are unable to backup and restore your programs, or move them from your old PC to your new PC

\*Windows Vista & 7 : Adobe Reader, Java, Flash, VLC Player

\*Windows 8 & 10 : Google Chrome, VLC Player

Loss of Data: Computer Works technicians care about your data, and are instructed to retain and save any and all data wherever possible, however we will not be held liable for any data loss. Rarely, mechanical failure of your hard disk or other components inside your device can occur without warning during our diagnostics. Virus and malware infections can also damage your data and could lead to unpredictable problems and could result in data loss. Electronic computer equipment is sensitive by nature. We have a total of over 25 years of combined experience with data backup and will do everything we can to ensure no data is lost, however Computer Works and its technicians are not responsible for the loss of any data which may occur while performing work on your computer. Computer Works will backup and restore your data for you; however, we cannot guarantee the success of any backup.

Customer Name \_\_\_\_\_ Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone: 248-738-8700 Text: 248-702-5891 Email: info@computerworksmi.com

PHONE: 248-766-5107 TEXT: 248-762-5551 EMAIL: [info@compactioninc.com](mailto:info@compactioninc.com)

Or take a picture of this form with your smartphone and email it or text it to 248-716-5107 11/6/19



