



**Ship To:**  
 Tampa Bay Laptops, Inc  
 3901 W. Waters Ave  
 Suite D  
 Tampa, FL 33614  
 (813) 935-9505  
[support@tblaptops.com](mailto:support@tblaptops.com)

For Internal Use	
RS:	
Loc:	
Unit:	
Tech:	
Type:	
AP:	

## Repair Ticket

### Contact Information:

Company Name:			
First Name:		Last Name:	
Phone:		Alt Phone:	
Email:			
Billing Address:	Shipping Address (if different)		

### Laptop Information:

Make:		Model:		
Serial or Service Tag Number:				
Hard Disk Included:	Y	N	Size:	
Memory Included:	Y	N	Amount:	
Optical Drive:	Y	N	Type:	
Modem	Y	N	WLAN:	
Processor	Y	N	Type & Clock Speed:	
Battery	Y	N	Power Supply	
			Y	N

Has your Laptop been previously diagnosed? If so by whom?

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### Description of Problem:

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Additional Notes or Items Included: (You may also pre-authorize a repair amount)

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### Procedure:

This is a submission form to repair your laptop. Please complete, print out, sign & date and send this form along with your laptop and return shipping label. We will not be held liable for any damage incurred during the shipping process. It is highly recommended that you use a box designed for the shipment of laptops and ship through UPS or FedEx with insurance. Once the laptop is received it will be diagnosed by one of our technicians free of charge. We will then contact you via the telephone information provided with a complete repair estimate including all parts and labor. Once approved the repair will be completed and final testing will occur prior to charging your VISA, MC or Discover Credit Card. If a pre-paid return shipping label (FedEx or UPS) is not included in the shipment we will charge an additional \$25.00 for return shipping. An invoice will be included when the laptop is shipped to the address indicated above.

Printed Name

Signature

Date

**Questions or Comments? Please Contact us at (813) 935-9505 or via email at [support@tblaptops.com](mailto:support@tblaptops.com)**