



# Computer Solutions

698 Alexander Road ▶ Princeton, NJ 08540  
Tel: (609) 514-0100 ▶ Fax: (609) 514-0707 ▶ www.welinku.com

Invoice #: \_\_\_\_\_  
*(see section B)*

Service Slip: *(see section A)*

CS Rep: \_\_\_\_\_

CUSTOMER	SERVICE DATE	PHONE	EXT.	TYPE OF WORK: <input type="checkbox"/> (A) Retainer <input type="checkbox"/> (A) Maint. Contract <input type="checkbox"/> (A) IT Outsourcing <input type="checkbox"/> (A) Web Development <input type="checkbox"/> Warranty <input type="checkbox"/> Courtesy <input type="checkbox"/> (B) Billable
ADDRESS	CONTACT	CELL		
CITY	STATE	ZIP		

Machine(s): \_\_\_\_\_ Symptoms: \_\_\_\_\_

QTY	PARTS DESCRIPTION	UNIT PRICE	EXTENDED
SUB-TOTAL			

HOURS	LABOR DESCRIPTION	UNIT RATE	EXTENDED
SUB-TOTAL			

TIME IN	TIME OUT

TIME IN	TIME OUT

TIME IN	TIME OUT

Comments: \_\_\_\_\_

### SECTION A (contracts):

Total Retainer Contract Hours	<input type="text"/>
Hours Previously Used	<input type="text"/>
Service Hours Today	<input type="text"/>
Balance of Hours	<input type="text"/>

I understand it is my responsibility to back up data prior to service, and that Computer Solutions cannot be held accountable for lost data. I also understand that non-defective equipment returned beyond 30 days is subject to a 20% restocking fee.

Any equipment left at our facility 90 days after notification of its completion is subject to forfeiture.

*We Appreciate Your Business!*

X \_\_\_\_\_  
Customer Signature/Print Date

### SECTION B (billable invoices):

Invoice Number	<input type="text"/>
Invoice Date	<input type="text"/>
Total Parts	<input type="text"/>
Total Labor	<input type="text"/>
Sub-Total	<input type="text"/>
Tax	<input type="text"/>
Shipping	<input type="text"/>
Total Sale	<input type="text"/>
Payments Received	<input type="text"/>
Total Balance	<input type="text"/>

### Retainer, ITO, Maintenance or Web

Applicable Inv. #	<input type="text"/>
Slip ID #	<input type="text"/>

PAYMENT INFO:	
Date:	_____
Check #:	_____
Visa / MC / AmEx / Discover	_____
CC#	_____
DL#	_____
Cash: \$	_____