



Client Name:

FORM: New Computer

Employees can have specific needs to get their work done. Please use this fillable form to help us **make sure we order a system that comes close to match those needs.**

New Computer for this employee:

Employee name:

Date needed by:

Budget:

Computer needs:

Computer platform: Windows Mac
Computer type: Desktop Laptop Tablet
Main function of user:

Software Information:

Office suite	Yes	No
Creative suite	Yes	No
Acrobat Pro	Yes	No

Accessories needed:

Extra AC adaptor	Yes	No
DVD Drive	Yes	No
Mouse	Yes	No
Keyboard	Yes	No
Webcam	Yes	No
Microphone	Yes	No

Special Instructions:

Approved by:

Employee Leaves Form version 1.1