

Computer Network Fault Report

Date: / /

Name of Person making report: _____

Location of equipment at fault: _____

Computer Equipment/Software fault (if known):

PC
Monitor
Printer
Modem

Exchange (E-Mail)
Word
Excel
Access
Publisher
Internet Explorer
Other (Please specify)

Description of problem: _____

I am able to continue working

I am **not** able to continue working

Action (For office use only):

Procedure for reporting faults

1. Please enter all details necessary to identify the problem you are experiencing;
2. Describe the nature of the fault and, if possible, attach any printed examples of the fault to this report. DO NOT write anything under 'Action';
3. Return this report and all attachments:
 - a. By FAX: 03 9758 5119
 - b. Directly to Samurai Consulting
 - c. By E-MAIL: support@samurai.com.au