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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Customer Name |  | | | Date | |  | | | |
| Address |  | | | | | | | | |
| Telephone |  | | | | | | | | |
| Email |  | | | | | | | | |
| Web |  | | | | | | | | |
| Notes (Please describe any particular files to be recovered in the space below) | | | | | O.S. | | PC | Mac | Other |
|  | | | | | | | | | |
|  | | | | | | | | | |
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|  | | | | | | | | | |
| Source disk | Type/Serial No. | | Destination Disk | | Type/Serial No. | | | | |
| 250 GB Hard disk |  | |  | |  | | | | |
| Items to recover | Tick | Details | | | Result | | | | |
| Photos |  |  | | |  | | | | |
| Videos |  |  | | |  | | | | |
| Text documents |  |  | | |  | | | | |
| Spreadsheets |  |  | | |  | | | | |
| Presentations |  |  | | |  | | | | |
| Music/Audio |  |  | | |  | | | | |
| Database |  |  | | |  | | | | |
| DTP Publications |  |  | | |  | | | | |
| Web pages |  |  | | |  | | | | |
| Other Data |  |  | | |  | | | | |
| Programs |  |  | | |  | | | | |
| Operating System |  |  | | |  | | | | |
| Misc. Files |  |  | | |  | | | | |

Data Recovery Service Customer Work Order

Please fill in as much details as possible in the form below.

\*Disclaimer (please read and sign below)

(1) All work is undertaken in good faith that the files to be recovered are located on the specified source device listed above. (2) Files recovered will be given arbitrary name or iD (original file names are not guaranteed). (3) Hotshots Multimedia cannot be held responsible for any claims of any further loss, corruption, deletion or damage to alleged files on the disk or mechanical damage to the media or device on which the data is contained. (4) Any additional storage device or media needed to transfer recovered files to will be charged for in addition to the cost of data recovery (unless supplied by customer with the order). (5) Failure to recover any files will not be charged and all material will be returned to customer.

Signed…………………………………… Date…..……..……. Signed…………………………………….. Date………..……….