

1111 Fake Road North
 Fake, Fake
 L1E 2FF
 123-548-5588 ext. 123

Backup Checklist

Please Keep in a Safe Place

| | |
|--------------|----------------|
| Client Name: | Client Number: |
| Prepared by: | Date Prepared: |
| TAG: | W/O: |
| Model: | S/N: |

| Common Folders (Windows) | | |
|---------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> My Documents | <input type="checkbox"/> My Music | <input type="checkbox"/> Saved Games |
| <input type="checkbox"/> Contacts | <input type="checkbox"/> My Pictures | <input type="checkbox"/> Favourites |
| <input type="checkbox"/> Desktop | <input type="checkbox"/> My Videos | <input type="checkbox"/> Downloads |

| Common Folders (Mac) | | |
|------------------------------------|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Documents | <input type="checkbox"/> Music | <input type="checkbox"/> Movies |
| <input type="checkbox"/> Downloads | <input type="checkbox"/> Pictures | |

| Other Folders and Files | |
|---|--------------------------|
| <input type="checkbox"/> Emails (<i>Outlook / Thunderbird / Apple Mail / _____</i>) | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

| Email Settings | WiFi Settings | |
|----------------|---------------|------|
| Email | Network Name | Type |
| Username | Password | |
| Password | | |
| Incoming | Network Name | Type |
| Outgoing | Password | |

| Technician's Notes: |
|---------------------|
| |
| |
| |
| |

I (the customer) hereby state that the ONLY data that I wish to have backed up is listed on this backup checklist. No other data will be backed up. I also recognize and understand that no guarantee is made that the above will be backed up completely or at all as the process is never foolproof. Data will be backed up on a hard drive that I provide and should the data exceed the capacity of the hard drive I will get a phone call asking to bring in more storage which may delay the repair. I understand that I should change all of my passwords once the servicing of my device(s) and date is complete.

| | |
|---------------------|-------|
| _____ | _____ |
| Customers Signature | Date |