



領科資訊科技有限公司
Link Fore Information Technology Ltd

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Technical Support Report

Service Date : _____ Job #: _____
Company Name : _____ Contact Person : _____
Location : _____ Tel no: _____

Item 1 : _____
Descriptions _____

Item 2 : _____
Descriptions _____

More : _____
Descriptions _____

<u>Parts Replaced</u>	Part No / Serial no	QTY	Unit Price	Amount

<u>Status:</u> Complete [] Incomplete []	Labour Charge:
<u>PAYMENT:</u> Against Invoice [] INV- C.O.D/ Cheque []	Total: (HKD)
Start Time: _____ End Time: _____ Lunch : _____ Total Hrs*: _____	

Note: 1) Customers are advised to backup data prior to the service. Link Fore will take no responsibility for any data loss.
2) * Total Hrs: Minimum Charge rate: 2 hrs/job

Engineer Signature

Customer's Chop & Signature

Date:

Date: