S02/Rev2002.07 Date:_____

New Maintenance Service Request Form

To : IMS
Information Technology Service Centre
Rm218, Pi Chui Building, CUHK.

From :
Department
Address
Contact
Telephone
Cost Centre Code

Computer Model	Item Description	Serial Number	Commence Date
Dell	*Gx110*	*2N3451X*	*7/1/2002*
(Example 1)	*14" Color Monitor*	*N-30214393*	
Dell	*PowerEdge 2300 server*	*X12345*	*7/1/2002*
(Example 2)			
HP	*HP LJ 8100 LaserJet printer*	*JPBC2020345*	*7/1/2002*
(Example 3)			

Computer Model	Item Description	Serial Number	Commence Date