

Laptop CheckList Form	Date of Submission:
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Compare Infobase Ltd.

Laptop CheckList Form

Name

Department:

System Serial Number

Operating System and Registration

Laptop Drivers

Username & Passwd

Administrative Privileges Disabled(Y/N)

Data (WindowsCalender etc.)

Old Data Cleaned(Y/N) ?

Chat- Global Chat Local Chat

Softwares (Graphics/Accounting/Others)

Email Configuration and Transfer(Yes/No).....

Data Card

Data Card Number

Office Software's Open Office Microsoft Office Others.....

Printer Installation

USB Mouse (Optional)

Antivirus

Signature (Installation Executive)::

SIGNATURE
(Employee)

DATE

Approved By: COO	Form Number: QMS-IFT-LCF 01	Security Classification: Confidential	Page 1 of 1
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