

Laser Printer Repairs/Service/Cleaning
Fill this out and send it to IT Dept, or Call us at 6335

Date: _____

Contact person: _____ **Printer Location Bldg.Rm. #** _____

Phone: _____

Model # _____

Serial # _____

Problem: _____

Note: The serial number; this number is usually under the top lid for models 4000 and up. Serial Numbers for older printers, such as LaserJet 4's, will be located on the back panel. If you are unsure of which number you should record, please let us know.