



COMPLETE - SAVE - ATTACH - EMAIL

Fill out this form, save the completed PDF, attach it to an email, and send it to:
simplestepscomputertech@gmail.com

IMPORTANT: This is an information request only. It does not schedule service or guarantee pricing.
Simple Steps Computer Tech will review your request and contact you with next steps.

CLIENT INFORMATION

FULL NAME

PHONE NUMBER

EMAIL ADDRESS

PREFERRED CONTACT

Call

Text

Email

BEST TIME TO CONTACT

WHAT DO YOU NEED HELP WITH?

Phone Software / Setup

Computer Software / Setup

Tech Training

Data Transfer

System Restore / Factory Reset

Printer / Device Setup

Graphic Design

Business Tech Services

Mixing / Mastering

Speaker Sound Enhancement

Other

OTHER SERVICE

SAVE THE COMPLETED PDF AND EMAIL IT TO:
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SERVICE NOTE: NO PHYSICAL REPAIRS. NO VIRUS REMOVAL.

Services focus on setup, software, system wipe/restore, training, troubleshooting, design, and audio engineering.

DEVICE INFORMATION

Windows Computer

Mac Computer

iPhone

Android

Tablet

Printer

Speaker / Audio

Other

OTHER DEVICE

BRAND / MANUFACTURER

MODEL

OPERATING SYSTEM / VERSION

PASSWORD AVAILABLE?

Yes

No

DESCRIBE YOUR REQUEST

EXPLAIN WHAT YOU NEED, WHAT IS HAPPENING, OR WHAT YOU WANT CREATED.

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TECH SUPPORT DETAILS

WHEN DID THE ISSUE BEGIN?

HAVE YOU TRIED ANYTHING ALREADY?

ERROR MESSAGES / IMPORTANT DETAILS

GRAPHIC DESIGN REQUEST - IF APPLICABLE

Logo

Premium Logo Package

Flyer

Business Card

Social Media Graphics

Photo Editing

BUSINESS / PROJECT NAME

PREFERRED COLORS / STYLE

DESIGN NOTES / IDEAS / REFERENCES

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AUDIO ENGINEERING REQUEST - IF APPLICABLE

Mastering

Mixing

Mix + Master

Loudness Optimization

Vocal Tuning

Stems Mixing

Stereo Enhancement

SONG / PROJECT NAME

GENRE / REFERENCE SONGS / NOTES

FINAL DETAILS

PREFERRED COMPLETION DATE

BUDGET

SERVICE PRIORITY

ASAP

This Week

No Rush

UPLOAD / ATTACH HELPFUL FILES WHEN YOU EMAIL THIS FORM.

Examples: screenshots, logo files, songs, stems, photos, error messages, or inspiration images.

CLIENT SIGNATURE

DATE

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CLIENT ACKNOWLEDGMENT

- I understand this is an information request only.
- I understand Simple Steps Computer Tech does not provide physical repairs or virus removal.
- I understand final pricing depends on the service requested and the amount of work required.

CLIENT INITIALS

OFFICE USE ONLY

QUOTE

DEPOSIT / PAYMENT

COMPLETION DATE

INTERNAL NOTES

_____ ○

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