

**Client Details**

Customer Name Joe Bloggs .....

PC Model Example PCs - Model 123 .....

Operating System MS Windows Vista Home Premium 32-Bit .....

Security Software AVG Internet Security 8.5 .....

**Maintenance & Optimisation Treatment Details**

Full Virus Scan Completed? Yes / ~~No~~

Additional Adware/Malware Scan Completed? Yes / ~~No~~

Remove Unwanted/Unused Programs? ~~Yes~~ / No

System File Check Carried Out? Yes / ~~No~~

Temporary Files & Cookies Removed? Yes / ~~No~~

Registry Hive Cleaned? Yes / ~~No~~

Operating System Patched? Yes / ~~No~~

System Drivers Updated / Optimised? Yes / ~~No~~

Hard Disk Defragmented? Yes / ~~No~~

Registry Hive Defragmented? Yes / ~~No~~

Startup Sequence Optimised? Yes / ~~No~~

Physical Clean / Ventilation Optimisation? (+£5) ~~Yes~~ / No

Hard Disk Backup Taken? (+£5 Per Partition) Yes / ~~No~~

Fixed Cost £ 35.00 .....

Extras £ 5.00 .....

Total Cost £ 40.00 .....



*Signature* .....

Signed

SNG .....

Technician

01/10/09 .....

Date