

# Technical Support Service Request

Please complete this form to request technical support. Once completed, print this form and deliver it to the IT support desk.

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## 1. Requester Information

Full Name:  Date:   
Department:  Phone/Extension:   
Email Address:  Office/Room Number:

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## 2. Equipment & System Details

Device Type (PC, Laptop, Printer, etc.):  Asset Tag / Serial Number:   
Operating System:  Software/Application Name (if applicable):

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## 3. Issue Description & Urgency

Priority Level (Low, Medium, High, Critical):   
Brief Summary of the Issue:   
Detailed Description of the Problem:   
Error Messages (if any):   
Steps Taken Before Issue Occurred:

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## 4. For IT Support Use Only

Ticket Number assigned:  Date Received:   
Assigned Technician:  Status:   
Resolution Action taken:   
Date Resolved:  Technician Signature: