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 Jackson, MI 49202  
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 Email: services@computer-ties.com  
 Website: www.computer-ties.com

May 30, 2023

**Subject: Contract Services Request Form**

Overview:

This form is designed to help us understand your specific needs and requirements to provide a customized quote for our services. The information you provide here will only be used for the purpose of generating a quote and understanding how we can best meet your needs. Your information will not be shared with any third parties without your explicit consent.

**Company Information**

Company Name: \_\_\_\_\_

Employee Requesting Information: \_\_\_\_\_

Company Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

ZIP/Postal Code: \_\_\_\_\_

Company Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**Hardware Information**

Number of Servers: \_\_\_\_\_

Number of Computers/Workstations: \_\_\_\_\_

Number of Switches: \_\_\_\_\_

Type of Firewall Device: \_\_\_\_\_

Specialty Equipment:

Name of Equipment 1: \_\_\_\_\_ Quantity: \_\_\_\_\_

Name of Equipment 2: \_\_\_\_\_ Quantity: \_\_\_\_\_

Name of Equipment 3: \_\_\_\_\_ Quantity: \_\_\_\_\_



**User Information**

Number of Users (Employees with computer access): \_\_\_\_\_

**Service Requirement**

Number of days on-site support is requested:

Weekly ( days per week) OR Monthly ( days per month)

Please fill out the form and submit it to [accounts@computer-ties.com](mailto:accounts@computer-ties.com). We will review the information and provide a quote as soon as possible.

If you have any questions, please feel free to reach out to us at [accounts@computer-ties.com](mailto:accounts@computer-ties.com) or call us at 517-788-6393.

Thank you for considering Computer Ties for your information technology needs. We look forward to serving you.