

# System Upgrade Planning Form

Co. Name:	Username:	Password:
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## Email Information

Client:	Email Address:	Password:
Incoming Server:	Outgoing Server:	Username:
		Password:

## Printers Currently Connected to this Computer

Manufacturer:	Model:	Type: ___ laser ___ inkjet	Interface: ___ LPT ___ USB ___ wireless
Manufacturer:	Model:	Type: ___ laser ___ inkjet	Interface: ___ LPT ___ USB ___ wireless

- Important! new computers will contain USB ports ONLY! -

## Client Network Information

Internet Provider:	Static IP Address:	Gateway:	DNS1: DNS2:
DSL Ph#:	Primary Acct:		Password:
DSL Modem:	Router Brand:	Username    Password	Network Switch:    Used Ports    MT Ports
Wireless SSID:	Sec. Type:	Password:	Protocol: 802.11 _____ Speed:
This PC is currently connected to the network via: ___ cat5e cable    ___ cat6 cable    ___ wireless    ___ none    ___ other:			
Comments/Problems:			

## Items to be provided by the client at the time of installation of new system(s)

Required	Ready	Item Description
		<b>Quickbooks install CD, version:</b>
		<b>Microsoft Office install CD, version:</b>
		<b>Wordperfect install CD, version:</b>
		<b>Lytec install CD, version:</b>
		<b>Other:</b>
		<b>Other:</b>
		<b>Other:</b>
		<b>Other:</b>
		<b>Network switch, ___ port</b>
		<b>Router, ___ wired    ___ wireless    ___ port</b>
		<b>USB cables, _____ ea, _____ feet in length; other:</b>
Comments/Problems:		