INSTALL REGISTRATION

OPERATING SYSTEM UPDATE

Aquo IT will be installing a new Operating System on all company computers next week.
Please fill out and submit the following registration information to schedule the installation.
Installation will be approximately 30 minutes per device.

EMPLOYEE INFORMATION

NAME

LAST	FIRST
Doe	John

TITLE	DEPARTMENT
Product Manager	Bottling

OS

CURRENT OPERATING SYSTEM	VERSION
OS	1

EXTERNAL DEVICES

List any additional external devices needing updates (ie: laptop, home computer, etc.)

laptop

List any additional devices that may need updates to work with the new operating system (ie: mobile phones, PDA's, printers, etc.)

PDA

INSTALLATION & ORIENTATION DATES

Please select a convenient day and time for the installation, followed by alternative times that may be convenient.

	DAY	TIME
1ST CHOICE	Monday	4:00
2ND CHOICE	Tuesday	5:00
3RD CHOICE	Wednesday	2:00

There will be orientation seminars next week to help get you familiar with the new system. They will take place in the conference each day next week at 11:00 am and 3:00 pm. Please select a convenient day and time as well as alternative times in the event your first choice is unavailable:

	DAY	TIME
1ST CHOICE	Tuesday	3:00
2ND CHOICE	Monday	11:00
3RD CHOICE	Wednesday	3:00

QUESTIONS OR CONCERNS

DO YOU HAVE ANY QUESTIONS OR CONCERNS? YES ☐ NO ☒

SIGNATURE

_____ DATE _____

SUBMIT