	BCH ELECTRIC LIMITED		**Information Technology**
	Hardware Delivery/Installation Form	Record No.	IT :HDI:_____
		Date	

Hardware Delivery/Installation Form

Computer ASSET No. & Type   : _____   _____

User Name   : _____

Department   : _____

Date of Hardware request Recd.   : ___/___/_____

Date of Hardware Delivered   : ___/___/_____

Sr. No.	Description	Status
1.	Check Power supply (Earthing)	_____
2.	UPS Installed (if required)	_____
3.	Network Connection Checked	_____
4.	Machine Mounting to the user END	_____
5.	Floppy and CD Drive unplugged and disable	_____
6.	Anti-Virus Software Installed	_____
7.	All required software to be installed.	_____
8.	AutoCAD /Pro-E (if required)	_____
9.	Outlook Configure.	_____
10.	Demonstrated to User	_____
11.	IT Sheet Sigh off from the User	_____

_____   _____

Signature   **Signature**

Name: _____   **Name: _____**
(Hardware Engg.)   **(IT Executive)**
Date: -   ____/____/_____   **Date: -   ____/____/_____**