

New PC Installation Checklist



1	<input type="checkbox"/> Web Search	<input type="checkbox"/> Verify Browsers
2	<input type="checkbox"/> Monitors	<input type="checkbox"/> Verify display
3	<input type="checkbox"/> Laptop	<input type="checkbox"/> Docking Station
4	<input type="checkbox"/> Email	<input type="checkbox"/> Send <input type="checkbox"/> Receive
5	<input type="checkbox"/> Calendar	<input type="checkbox"/> Fully functional
6	<input type="checkbox"/> MS Apps	<input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> PowerPoint <input type="checkbox"/> Other
7		
8	<input type="checkbox"/> Teams	<input type="checkbox"/> My Teams <input type="checkbox"/> Chat
9	<input type="checkbox"/> Web Call	<input type="checkbox"/> Camera <input type="checkbox"/> Headset/Audio
10	<input type="checkbox"/> Print	<input type="checkbox"/> Test Page
11	<input type="checkbox"/> Scan	<input type="checkbox"/> Test Page
12	<input type="checkbox"/> VOIP	<input type="checkbox"/> Test Call
13	<input type="checkbox"/> Voice Mail	<input type="checkbox"/> Listen to VM <input type="checkbox"/> Fwd VM
14	<input type="checkbox"/> Cables	<input type="checkbox"/> Dress cables



MERIT 2.0 NEW COMPUTER GUARANTEE

Our team follows a comprehensive 20-point check list on every new PC install. If you are not completely satisfied with the delivery and setup of your new computer, we will return the \$250 new PC fee no questions asked (well, we may ask you to fill out a survey).

HARDWARE

MERIT policy is to enable a 3-year manufacturer warranty on every new PC we sell. That means if anytime during the warranty period your computing components fail – motherboard, hard-drive or memory – we will coordinate with the manufacturer to upgrade or replace the defective equipment at no charge to you.

SOFTWARE

We are a Microsoft Partner and guarantee your software and cloud access will be activated according to Microsoft's best practices.

WHY ARE WE SO CONFIDENT?

MERIT has been delivering high quality, great value computers for over 35 years. We help you harness the power of technology!

MERIT Signature

Date

Client Signature

Date

