

Data Recovery Service Request

One Form for Each Device / Media Only

Customer Information			
Name			
Company			
Address			
Email		Phone	
Job Type	<input type="checkbox"/> Digital Photo Recovery Service <input type="checkbox"/> Data Recovery Service <input type="checkbox"/> Express / Urgent <input type="checkbox"/> Specialised Recovery / Forensics Service		

Media Information			
Device / Media Type	<input type="checkbox"/> Compact Flash <input type="checkbox"/> SD / MMC / xD / Other Memory Card <input type="checkbox"/> USB Thumbdrive <input type="checkbox"/> USB Hard Disk <input type="checkbox"/> Laptop Hard Disk <input type="checkbox"/> Desktop PC Hard Disk <input type="checkbox"/> Server Hard Disk <input type="checkbox"/> Optical / RAID / Other		
Capacity		Serial Number	
Interface / Connector	<input type="checkbox"/> Memory Card <input type="checkbox"/> USB <input type="checkbox"/> eSATA <input type="checkbox"/> Firewire <input type="checkbox"/> IDE / ATAPI <input type="checkbox"/> SATA <input type="checkbox"/> SCSI <input type="checkbox"/> Other		
Operating System	<input type="checkbox"/> Windows 98 / 2000 <input type="checkbox"/> Windows XP / 2003 <input type="checkbox"/> Windows Vista / 2008 <input type="checkbox"/> Linux / MacOS / DOS / Other		
Drive Letter(s) (or Partition Information)	<input type="checkbox"/> C: <input type="checkbox"/> D: <input type="checkbox"/> E: <input type="checkbox"/> F: <input type="checkbox"/> Removable <input type="checkbox"/> None <input type="checkbox"/> Not Sure <input type="checkbox"/> Other(s) Please Specify		

Failure / Problem Information	
Description of Problem or Failure	
What Recovery Efforts Have Been Made? (If any)	
Other Information (If any)	

Important Files / Folders to be Recovered

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Acknowledgement of Ownership

I / We acknowledge that I / we are the legal owner and / or an authorised representative of the owner of the device / media and all its contents / data and I / we hereby authorise Opto Technica Pte Ltd and its staff to access it for the purposes of data recovery.

Signature / Company Stamp	Name	
	Company	
	Designation	
	Date	

Non-Disclosure

Opto Technica Pte Ltd agrees that all data, information, files and records it obtains from the device / media provided by the customer authorising this data recovery service (the "Disclosing Party") are the confidential property of the disclosing party ("Proprietary Information" of the Disclosing Party). Opto Technica Pte Ltd will hold in confidence and not use or disclose any Proprietary Information of the Disclosing Party, take reasonable protective measures to insure same (and at least the same measures it takes for its own Proprietary Information) and will similarly bind its employees in writing to the same terms.

	For and on behalf of Opto Technica Pte Ltd (CRN: 200904661K)		
	Name		Date

Service / Job Information (Official Use Only)

Case Reference No		Date	
Engineer			