

# Special Order Form



Date: \_\_\_\_\_

Name: \_\_\_\_\_

CSUID #: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

Department: \_\_\_\_\_

Account #: \_\_\_\_\_

Personal

Departmental

Product Name	OS	Quantity	Estimate Price

Signature: \_\_\_\_\_

**Computer Name:**

Processor: \_\_\_\_\_

RAM: \_\_\_\_\_

Hard Drive: \_\_\_\_\_

Color: \_\_\_\_\_

Screen Size: \_\_\_\_\_

Warranty:      Yes:      No:

For Administrative Use

RAMtech Initials: \_\_\_\_\_

**Quote** Date Contacted: \_\_\_\_\_ Phone/ Voicemail/ Email Rt Initials: \_\_\_\_\_  
 Date Contacted: \_\_\_\_\_ Phone/ Voicemail/ Email Rt Initials: \_\_\_\_\_

**Order** Date Contacted: \_\_\_\_\_ Phone/ Voicemail/ Email Rt Initials: \_\_\_\_\_  
 Date Contacted: \_\_\_\_\_ Phone/ Voicemail/ Email Rt Initials: \_\_\_\_\_

**Pickup** Date Picked up: \_\_\_\_\_ By: \_\_\_\_\_



Paid

Invoice ID: \_\_\_\_\_