



IT Service Request Form

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|--|--|---|
| ☐ GINTELL (M) SDN BHD | ☐ GINTELL (T) CO. LTD | ☐ ERACARE VIETNAM CO. LTD |
| ☐ GINTELL (BORNEO) SDN BHD | ☐ GINTELL (S) PTE LTD | ☐ ERACARE PHILIPPINES INC. |
| ☐ GINTELL REST N GO SDN BHD | ☐ GINTELL (B) SDN BHD | ☐ _____ |

Person request : _____ Date Request : _____

Department : _____ Position : _____

Software Issue:

- ☐ Microsoft Product ☐ Adobe Product ☐ Internet/Network/Email ☐ Xilnex
☐ _____

Hardware Issue:

- ☐ Computer ☐ Monitor ☐ Printer ☐ Monitor ☐ Keyboard/Mouse
☐ Printer ☐ CCTV ☐ _____

Remark:

Request By	Review By
Signature: _____	Signature: _____
Name: _____	Name: _____
Date: _____	Date: _____