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Sales : sales@datarecovery.co.za

P.O.Box 10021
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South Africa
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NB - PLEASE USE BLOCK LETTERS

Note that the free courier collections and deliveries and job auto start options are only applicable should you have approved a preliminary quotation based on your initial feedback. Please complete our [online quotation request](#) or phone us @ 012-665-2945 should you not have received a preliminary quotation.

COMPANY DETAILS

Company name:	<input type="text"/>	VAT number:	<input type="text"/>
Telephone number:	<input type="text"/>		

SHIPPING (PHYSICAL) ADDRESS

PRIMARY CONTACT PERSON

Name & surname:	<input type="text"/>	Mobile (cellular) phone:	<input type="text"/>
Email:	<input type="text"/>	Office telephone (landline):	<input type="text"/>

DEVICE DETAILS

Type of device:	<input type="text"/>	Capacity:	<input type="text"/>
Make:	<input type="text"/>	Model number:	<input type="text"/>
Serial number:	<input type="text"/>	Operating system:	<input type="text"/>
Drive (device) state:	<input type="text"/>	Can we open the drive?:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the device encrypted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	* Note that breaking the seals may void the warranty.	

* Please state the type of encryption and supply the decryption keys - Use the "other comments" field below.

SERVICE DETAILS

Type of service required:	<input type="text"/>	Service level required:	<input type="text"/>
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* [For more information on our service level options](#)

INFORMATION ABOUT THE FAILURE OR INACCESSIBILITY

What attempts, if any, have been made?:

Possible reasons and circumstances around the failure (if known):

(e.g. Was it dropped, a power surge, just stopped working...)

Has the drive (device) been opened?: Yes No

Has the drive (device) been re-loaded?: Yes No

List the most important files, folders and directories needed:
(Please be as specific as possible as this will be invaluable during the recovery attempt)

JOB DETAILS

Have you approved a preliminary quotation in writing? Yes No

- * Please complete our [online quotation request](#) or phone us @ 012-665-2945 should you not have received a preliminary quotation.

FREE COURIER COLLECTIONS AND DELIVERIES

Should we arrange for collection via courier using the shipping address above? Yes No

- * Excluding servers, complete pc's and laptops.
- * You will be invoiced for the shipping costs should you reject the quotation after the device was shipped.
- * Please allow 2-3 working days for all courier collections and deliveries.
- * We would require an alternative contact person should you wish for us to arrange for collection and/or delivery.

ALTERNATIVE CONTACT PERSON

- * Required for courier collections and deliveries

Name & surname:

Email:

Mobile (cellular) phone:

Office telephone (landline):

JOB AUTO START

Do you wish for us to proceed as soon as we receive the device? Yes No

- * Please note that we may have to amend the preliminary quotation in writing for your approval should the job details be different to that as was supplied at the time of the quotation.
- * We would require a purchase order before we start should payment not be C.O.D.

DESTINATION DRIVE OPTION

Please confirm which option to use for transferring the recovered data:

- * Refer to the destination drive options on the preliminary quotation e.g. Option A.

ANY OTHER COMMENTS OR NOTES:

TERMS AND CONDITIONS

See <http://www.datarecovery.co.za/terms-and-conditions.html>

I/WE AGREE THAT :

1. The information contained in this document is true and correct;
2. I understand and acknowledge having read the [terms and conditions](#) on the Tecleo Data Recovery website.

Full Name	Designation	Date