

# IT Services Call logging sheet

Contact us by FAX on 666 4205  
Email [helpdesk@wirral.gov.uk](mailto:helpdesk@wirral.gov.uk)

School or site \_\_\_\_\_

Name of person \_\_\_\_\_

Details of problem \_\_\_\_\_  
Include error messages  
& software module \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Specific details essential for calls to be accepted

Make & Model of equipment \_\_\_\_\_

Serial number of item \_\_\_\_\_

Location of item \_\_\_\_\_

Call reference number \_\_\_\_\_

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