

The Conley Group, Inc.

Printable Order Form

2867 104th Street ♦ Des Moines, Iowa 50322
Phone: (800) 383-6813 or (515) 277-7437 ♦ FAX: (515) 277-7275
E-mail: info@theconleygroup.com ♦ Web: www.theconleygroup.com

Form Completion Instructions

NOTE: Please take a moment to read these instructions carefully prior to completing this form.

It is important for you to complete this form thoroughly, and with accurate, legible information. You must contact a TCG representative prior to shipping. The TCG Case Number will be assigned at that time. All orders must be prepaid in U.S. Dollars. You may pay by check, cash or money order. If the work required exceeds the prepaid amount, you will be notified for approval prior to us completing the work. Please print this form in black ink pen and mail or fax it to us with payment. If you have questions regarding your order, call during business hours (8 AM to 5 PM Central Standard Time, Monday through Friday). Thank you for your business.

TCG Case Number:	
------------------	--

Customer Information (No P.O. Boxes please)	
Name:	
Title (if applicable):	
Company or c/o:	
Address:	
Address:	
City:	
State:	
Zip / Postal Code:	
Country:	
Phone:	
Fax:	
E-mail Address:	

Computer System Information

Manufacturer:	
Model:	
Serial Number:	
Color / Style	
HDD Size (in GB):	
HDD Serial Number:	
System Administrator Username:	
System Administrator Password:	
Date of Last Backup:	

Please describe why you have ordered this forensic examination.

Please provide up to ten key words you would like us to search for during the forensic examination of this system.

Please list the names, usernames and passwords of any other system users.

Method of Payment (in U.S. Dollars)

Check Money Order Purchase Order Cash Other Method

Shipping Method

Domestic:

- FedEx Priority
- FedEx 2nd Day
- FedEx Standard Overnight
- FedEx Ground
- FedEx Express Saver

International:

- FedEx Priority
- FedEx Economy

NOTE: All shipping rates vary according to weight and value of your order. All charges will be applied to your invoice accordingly. Please contact our office to discuss other shipping methods.

Comments/Instructions (please use this area to list any special instructions or details about your media services order):

Confirmation and Authorization

I, the undersigned, am ordering this Computer Forensic examination and hereby authorize The Conley Group, Inc. to conduct said examination. I certify that I am the rightful owner of this hardware and data or have been authorized by the rightful owner of this hardware and data to have this examination conducted. I also understand that The Conley Group, Inc. will do its absolute best to recover the data requested by the customer. However, The Conley Group, Inc. can make no guarantee concerning what data may or may not be recoverable.

Name (printed):

Signature: _____

Title:

Date:
