

**Checklist for delivery of a new system**

<b>CLIENT</b>	
<b>Location</b>	
<b>No. of new PCs</b>	
<b>No. of upgraded PCs</b>	
<b>New server ?</b>	
<b>Date</b>	

**For each New PC**

- Keyboard
- Mouse
- Monitor
- PC Base**
- Speakers (if not integrated into the monitor) ?
- Printer cable ?
- Modem cable ?
- Network cable
- UPS – Is this PC meant to run off a UPS ?
- Wireless DSL Router & Switch ?

**Will extension leads be needed  
( x Number of PCs delivered) ?**

- Monitor extension
- PS/2 extension (Keyboard)
- PS/2 extension (Mouse)
- Power cable
- Loop Back
- Telephone extension ?
- Speakers extension ?
- 4-way Mains outlet

**Upgraded PCs  
( x Number of PCs being upgraded)**

- Network card
- Hard Disk*
- Motherboard + CPU + CPU fan*
- PC case*
- Network cable*
- PSU

**Networking**

- Network switch (hub) ?
- Rack-mount equipment if network switch is rack-mounted ?
- Patch panel network cables ?
- UPS for the hubs ?
- Wireless Access Point ?
- Wireless DSL Router & Switch ?

**Fileserver**

- Keyboard
- Mouse
- Monitor
- Fileserver base**
- Printer cable(s) (more than one ?)
- Print servers ?
- Coloured** Network cable(s) (two/three network cards ?)
- Backup Tapes
- UPS
- Network configuration document (setup, passwords, topology, IP address scheme, etc...)
- VPN Firewall Router ?

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