



Booking-In & Shipping Form

Print this form, fill it in, and include it inside your package so we can book your device in straight away.

HOW TO SEND YOUR DEVICE

- If the drive is inside a computer, remove it first and send the drive only — for Fusion Macs, both drives.
- Wrap the drive in anti-static or bubble wrap and pack it snugly in a sturdy box so it cannot move in transit.
- Post it to us fully insured (we recommend a tracked, signed-for service). We do not offer a collection service.
- Or drop it off in person, Monday to Friday, 9am-5:30pm.
- Include this completed form and your contact details inside.

SEND YOUR DEVICE TO

Glasgow Data Recovery
Tay House
300 Bath Street
Glasgow
G2 4JR

YOUR DETAILS

FULL NAME

ADDRESS

TOWN / CITY

POSTCODE

PHONE NUMBER

EMAIL ADDRESS

YOUR DEVICE

DEVICE TYPE (TICK ONE)

☐ Hard drive ☐ External drive ☐ SSD ☐ USB stick ☐ Memory card

☐ Laptop / PC ☐ RAID / NAS / Server ☐ Other: _____

MAKE & MODEL

CAPACITY (E.G. 1TB)

PASSWORD / ENCRYPTION DETAILS (IF ANY, E.G. BITLOCKER) - NEEDED TO ACCESS YOUR DATA

THE FAULT & THE DATA YOU NEED

WHAT HAPPENED? (E.G. DROPPED, CLICKING, DELETED FILES, WON'T POWER ON, CARD ERROR)

MOST IMPORTANT FILES OR FOLDERS TO RECOVER

BEFORE YOU SEND

Your recovery starts with a FREE diagnostic. We confirm a fixed written quote before any work begins, and on most jobs it's no fix, no fee. Indicative prices: memory cards & USB sticks £250 + VAT; single drives £300 + VAT (Fusion Drive Macs £550 + VAT flat); RAID, NAS & servers from £500 + VAT; BitLocker and CCTV / DVR £800 + VAT; SAN from £1,250 + VAT.

☐ Please contact me as soon as my device arrives.

SIGNATURE

DATE
