



## 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

- Wrap the device 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

**Leeds Data Recovery**  
**17th Floor, The Pinnacle**  
**Albion Street**  
**Leeds**  
**LS1 5AA**

### 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, hard drives & single drives £300 + VAT, RAID & multi-disk systems from £500 + VAT.

Please contact me as soon as my device arrives.

SIGNATURE

DATE

---

---