



Dr. Backup™
online backup service

INSTRUCTIONS FOR SHIPPING EQUIPMENT

➔ PLEASE COMPLETE THIS FORM AND INCLUDE A COPY INSIDE YOUR PACKAGE.
THIS WILL HELP US TO QUICKLY IDENTIFY AND FULFILL YOUR REQUEST.

1. SUPPLY THE FOLLOWING INFORMATION

NAME: _____ (contact person)

ACCOUNT NAME(S): _____
(BACKUP ACCOUNT NAME E.G., JOHNSMITH-01)

EMAIL: _____

PHONE: _____

➔ IMPORTANT: RETURN SHIPPING ADDRESS:

SHIP TO: _____

Address: _____

City: _____ ST: _____ ZIP: _____

SHIPPING CONTACT: _____

SHIPPING CONTACT PHONE: _____

2. SECURELY PACKAGE YOUR EQUIPMENT TO ENSURE THAT IT IS NOT DAMAGED IN SHIPMENT.

INCLUDE: (CHECK THOSE INCLUDED IN PACKAGE)

- USB HARD DISK DRIVE
- POWER SUPPLY AND POWER CORD
- DATA CABLE
- OTHER _____

NOTES:

YOU MUST INCLUDE THE DISK, POWER SUPPLY, POWER CORD AND DATA CABLE YOU USED TO MAKE THE INITIAL DISK BASELINE IN YOUR PACKAGE. IF YOU DO NOT INCLUDE ALL NECESSARY ITEMS, PROCESSING OF YOUR DATA UPLOAD WILL BE DELAYED UNTIL THESE ITEMS ARE RECEIVED.

3. SHIP YOUR PACKAGE TO:

DOCTOR BACKUP, LLC
8405 CHERRY LAUREL CT
LAUREL, MD 20723
(301) 560-4534