

Date: _____ **DRJ Number:** _____ **Data Recovery Advisor:** **Tanveer**

Please fill in your details below in block capitals.

Delivery Address	Invoice Address

Dear Sir\Madam

We would first like to thank you for entrusting your data to Titan Data Recovery.

To start an evaluation or the recovery process as discussed with our Data Services Advisor please fill in this form and sign, providing as much details as possible.

TDR will carry out a full technical evaluation of your media within 24 hours of receipt (within business operation hours). We will email our Data Recovery Technician report to you with a close estimation of how much data can be recovered and your exact fixed cost for the recovery. This evaluation service is free and there is no obligation or surcharge for this service. We do however charge a standard courier returns charge should you wish not to go ahead and this charge can vary due to your geographical location. If you do not wish your media returned TDR will securely destroy your media upon a written email request.

We do offer upon request an out of business hours express evaluation and recovery service at an additional £150.00, this will exclude your quoted data recovery costs.

Should you have any queries please contact me at any stage of your evaluation or recovery process.

Best Regards

Tanveer

Email: help@titandr.co.uk

Process Authorisation (signature required to proceed)

By signing below you authorise TDR to carry out a free evaluation of your media	
Print Name: _____	Date: _____
Signature: _____	Company Position: _____

Media Details

Please the below form and provide as much detailed information as possible so that we can ensure successful recovery of your data. Failure to provide these details will result in timely delays.

Media / System Information

Media Make(s)/Model(s):

Operating System:

Media Supplied Count:

File System & Partitions:

Media Encryption Details:

What happened?

Please give a detailed description of the events and list any error messages:

Have you or any third party tried to recover the media?


Please write down the sequence of events in the attempt to recover your media and provide any third party company details if applicable:

Specific data required

Please provide details of your most important files in order of priority e.g. folder names or file formats:

Shipping Details

1. Package your device in a well-padded hard box at least two times the size of your media and also enclose equivalent sized new media to transfer your data to.
2. Please call or email us and request a DRJ Reference number and insert it in the “Ship to” box below
3. Ensure that there is no movement of your media within the box.
4. Please include pages 1 and 2 of this Book in Form with your media and keep a copy for reference.
5. Ensure your box is well sealed and then print out and attach the below labels and attach to the box.

<p>Ship to</p>  <p>1st Floor 147 Bath Street Glasgow G2 4SQ UK</p> <p>DRJ Number:</p>
--

Please fill in your returns address below in block capitals and attach to the back of your box

<p>From</p>
