



Office Use		Complete ALL sections of this form including signature at bottom of form			
DATABASE #	RECOVERY TEAM MEMBER THAT ASSISTED YOU - LEAVE BLANK IF NONE		LOCAL/INTERNATIONAL NUMBER (561) 206-4355		TOLL FREE NUMBER (US/CANADA) (800) 660-8190
	STEP 1 Contact Information				
	NAME			DAYTIME PHONE ()	
	STREET ADDRESS			ALTERNATE PHONE ()	
CHECK/MONEY ORDER #	CITY	STATE	ZIP	EMAIL	
	STEP 2 Media Information - Answer ALL questions in this section				
AMOUNT ENCLOSED	HARD DRIVE MAKE/MODEL			CAPACITY/SIZE	
	(1) HAS DRIVE BEEN OPENED OR PREVIOUS RECOVERY ATTEMPTED?: Yes <input type="checkbox"/> No <input type="checkbox"/> (2) OPERATING SYSTEM: WIN <input type="checkbox"/> MAC <input type="checkbox"/>				
	(3) LIST MOST IMPORTANT DATA OR FILE TYPES TO BE RECOVERED:				
	(4) HOW WAS DATA LOST OR DRIVE DAMAGED?: <i>(Additional info can be written on back of form)</i>				
ARCHIVE INVOICE #	STEP 3 Payment Information - Must have payment enclosed or credit card number on file for work to proceed				
	A \$100 NON-REFUNDABLE ANALYSIS FEE IS REQUIRED (Applied to the recovery cost if successful)				
ALTERNATE SHIPPING	<input type="checkbox"/> Credit Card #:		Expires:		3-4 Digit Card Code:
	<input type="checkbox"/> Money Order		<input type="checkbox"/> Cashiers Check(NO personal checks accepted)		
STEP 4A Ship To Information Send media and enclose this form to:					
Please use hard drive approved packaging . Mark as "Electronic Media - Do Not Expose to Magnetic Fields." Use a shipping method that allows package to be tracked. Improper packaging will further damage drive in shipment.				ADRS 12001 NW 30 th Place Sunrise, FL 33323 Attn: Hard Drive Recovery	
STEP 4B Return Shipping Information					
SHIPPING PREFERENCE IN ADDITION TO \$125 NON-REFUNDABLE ANALYSIS FEE <i>(Call for shipping rates to AK, HI, PR and International)</i>				IF UNSUCCESSFUL RECOVERY <i>(Unreturned media will be safely destroyed)</i>	
<input type="checkbox"/> Ground (Continental US) -		<input type="checkbox"/> Standard Overnight (USA Only)-		<input type="checkbox"/> Return Media	
<input type="checkbox"/> 2-Day (USA Only)-		<input type="checkbox"/> Priority Overnight (USA Only)-		<input type="checkbox"/> Do Not Return Media	
STEP 5 Liability Waiver - Form must be Signed and Dated before work can begin					
I, _____, grant permission to Americas Data Recovery Service, Inc. ("ADRS") to perform any action they deem necessary to attempt to recover my files and/or data. I understand that this procedure is a final attempt towards the recovery of data and could result in loss of part, or all, of the data stored thereon, and that ADRS makes no warranty or guarantee as to the success of its attempts. Furthermore, I release ADRS from any liability for any data loss, which may occur during, or as a result of, this procedure. I also release ADRS from any liability for any theft, damage or destruction to the media and any other hardware, or other media sent to ADRS in connection with this Waiver. ALL CLAIMS FOR LIABILITY AND/OR LOSS INCLUDING WITHOUT LIMITATION ANY INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES, WHICH MAY OCCUR AS A RESULT OF ANY ADRS ACTION (OR INACTION) IS HEREBY EXPRESSLY WAIVED. I also understand that, even if the data is successfully recovered, there is a possibility that individual files may still be inaccessible due to the type of damage originally sustained. In addition, I agree to pay the applicable fee for these services by ADRS, plus shipping and handling expenses as follows: ADRS will pay for return shipping through FedEx Ground. Expedited shipping, shipping through alternative carriers, shipping insurance, and other shipping related expenses are the undersigned's responsibility. I agree to accept the responsibility for shipping the media and any additional hardware to ADRS. ADRS will not be responsible for any damages and theft incurred during the shipping process and any loss or claim against such agents shall be solely by and on the behalf of the undersigned. I agree to all of the foregoing conditions.					
SIGNATURE					DATE
Office Use					