



**NEWTON COMMUNICATIONS ACCESS CENTER INC.**  
*Building community through access to technology*

**23 Needham St. • Newton, MA 02461-0192**  
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## **Equipment Trouble Report**

Reported by: \_\_\_\_\_

Date: \_\_\_\_\_

Equipment: \_\_\_\_\_

Location: \_\_\_\_\_

Barcode number on equipment: \_\_\_\_\_

**Detailed** description of problem: \_\_\_\_\_

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\_\_\_\_\_  
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\_\_\_\_\_  
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Other Information: \_\_\_\_\_

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