

MIT HUB

Installation / Handover Document

Customer :

Address :

Expected Work :

Date of visit :

Contact Person :

Mobile Number :

Work Started on :

Work Completed on :

Details of Hardware / IT Asset :

Details of Implementation :

Very Important :

1. Unless specified, all our implementation are based on Open Source Operating system and Open Source application.
2. In case of Virtual Machine, licensing of operating system and its application is a sole responsibility of customer.
3. We strongly suggest you to change all passwords. We do not keep any track of the password nor its our responsibility to keep record of passwords.
4. All the changes in configuration [addition / deletion / alteration/ updates] etc is to be handled by customers tech person only. He should take care taking necessary backup prior to this.
5. Its upto customer to monitor usage, data theft, data leakage, hacking, virus attack. etc. Under no circumstances, we can take responsibility of these things as the above hardware / passwords are under customers control.
6. We always recommend following backup strategies. In case of any disaster, you can restore back only with these backups. We do not owe any responsibility if this is not followed.

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- Maintain three copies of your data: This includes the original data and at least two copies.
- Use two different types of media for storage: Store your data on two distinct forms of media to enhance redundancy.
- Keep at least one copy off site: To ensure data safety, have one backup copy stored in an off site location, separate from your primary data and on site backups.

PLEASE REMEMBER THAT WE CAN NOT GENERATE DATA. THIRD PARTY DATA RECOVERY IS MOST EXPENSIVE WORK. RIGHT PRECAUTION IS FAR BETTER THAN CURE.

7. Customer are advised to get things clarified within 3 days from the date of this handover, in case of any doubts.
8. Customers are advised to have proper earthing, and should provide proper power conditioning such as appropriate UPS and get it verified by certified electrician.
9. Customer should prevent access to above work by any third party.
10. All implementation work are done as suggested by customer, inputs given by customer / discussed with customer prior to beginning of actual work . Any change / alteration thereafter may have financial implications. This will be done only after checking the technical feasibility of such change /alteration.
11. It is a responsibility of customer to have a proper technical / IT trained person to carry out day to day administration and monitoring of all functioning.
12. All support request must be conveyed during working hours for timely response.

Important message :Cyber Security is a very volatile and evolving topic which needs you to be constantly updated with the latest in the industry, the latest technology.

Customers Representative Name
Signature

System Engineer Signature
Date