

To: **Computers & Education**, 3227B Santa Rosa Ave, Santa Rosa CA 95407

Thank you for requesting refurbished computer equipment. There is a small cost for our program. The cost covers a *Limited-Warranty Service-Contract*. We provide a computer refurbished by one of our nonprofit training programs with each *Limited-Warranty Service-Contract*. Our program buys-down the cost of computer technology, and works on a “cost-recovery” basis. During the *Limited-Warranty Service-Contract* we will provide an over the counter exchange for any systems that fails to operate. Physical damage, software, data, and any user-added hardware are not covered.

This form must be filled in completely and returned with full payment for processing. Sorry, no purchase orders. Payment is School Check, Nonprofit Check, money order, or cashiers check. No cash, personal checks or credit cards. You will be notified within 10 business days upon receipt of your request and payment. When your computer is ready you will be scheduled for pick up or if you have chosen shipping, it will be shipped to you. We use a contract pack-and-ship company; and shipping costs vary by time zone/region:

Packaging/Handling/shipping; Pacific = \$19.00; Mountain = \$29.00; Central = \$39.00; East Coast = \$49.00.

Include the following information with your request form & payment: Teachers- **SEND PROOF** that you are a teacher. Schools – **Apply on school letterhead**. Nonprofits- **Send a photocopy of your 501 C-3 determination letter**. C.A.S.A. & Human Services Dept requests: **Apply on letterhead; do NOT send payment**.

Name Teacher, School, or Nonprofit: _____

Contact Name (for school or Nonprofit): _____

Street Address, City, State, and Zip: _____

Date: _____ Phone:() _____ Fax: () _____

Circle one: I agree to pick-up computer as scheduled by C&E and CRC, or; Please ship to above address.

Limit: 5 computers or 1 laptop per order.

Qty	Description	Pick up	Ship to	Sys #	Ltd. Wnty Svc. Ct.	Shipping	Sub-Total
	Pentium 3, Tower/Desktop. 180 day Ltd. Warranty Service Contract.	By Appt.	\$19.00 \$29.00 \$39.00 \$49.00	31	\$49.00		
	G4 Tower (Gray/White) 180 day Ltd. Warranty Service Contract.	By Appt.	\$19.00 \$29.00 \$39.00 \$49.00	51	\$99.00		
	Pentium 4 Celeron, Tower/Desktop. 360 day Ltd. Warranty Service Contract.	By Appt.	\$19.00 \$29.00 \$39.00 \$49.00	42	\$99.00		
	P3/P4 Celeron Laptop. CD Rom, AC adaptor. (No battery Warranty) 180 day Ltd. Warranty Service Contract.	By Appt.	\$19.00 \$29.00 \$39.00 \$49.00	62	\$199.00		
						Grand Total	

I will remove computer from packaging, set-up, and switch on each computer received from C&E and CRC (to verify it functions) within 10 calendar days of receipt. I agree to take title to technology received from C&E / CRC.

Note: Anti-virus and anti-spyware programs (such as FREEWARE versions AVG Spybot, SpywareBlaster, AD-Aware, etc.) must be installed and maintained, and you must regularly update your operating system, and browser.

Signature: _____ Title: _____

Name: (printed) _____ Date: _____ [CRC use _____]