

# PHRECYCLED COMPUTERS

## INSTRUCTIONS FOR FILLING OUT APPLICATION

1. Name/Head of Household, address, phone number are pretty self explanatory. Must be at least 18 years old to qualify; computer may be awarded to parent or guardian in your name (who lives with you) if you are under 18.
2. Members of Household: MUST list ALL persons who live with you regardless of age or relationship, whether related to you or not.
3. Also fill out age and birthdates for each household member.
4. Source(s) of income: list your source of income whether job, state aid, SSI, SS disability, etc and the amount you receive. ALL income MUST be proved by sending copies of your most current income tax return (Federal form 1040, A, EZ) regardless of whether source of income has changed or not! IF anything has changed since last tax return, i.e., birth, divorce, new or changed source of income, etc, we need copy of most recent tax return PLUS copies of last 30 days worth of check stubs (consecutive), and/or awards letter of what type of assistance and what amount you currently receive. Awards letter MUST be from current year. If you do not file taxes, state this and reason why on the application and sign below statement to verify. INCOME MUST BE LISTED AND PROVEN FOR EVERY MEMBER OF YOUR HOUSEHOLD WHO HAS ANY INCOME REGARDLESS OF TYPE OF INCOME OR RELATIONSHIP TO APPLICANT AND/OR HEAD OF HOUSEHOLD!!
5. Please note at the bottom of the application what type of internet access you plan to use; ie: dial-up phone modem, Cable/DSL connection. This is so we can set your system up to best serve you.
6. List any special needs you may have and we will try to accommodate you as best as possible.

PLEASE NOTE: ALL OF OUR SYSTEMS ARE DONATED AND ARE USED. MOST OF OUR SYSTEMS COME FROM BUSINESSES WHO ARE UPDATING AND DO NOT HAVE DIAL UP MODEMS, THEREFORE, WE HAVE A SERIOUS SHORTAGE OF MODEMS TO GIVE OUT AND WHAT TO MAKE SURE THEY GO TO THE PEOPLE WHO NEED THEM THE MOST.

ALSO NOTE: ONLY COMPLETE APPLICATIONS WITH PROPER PROOF OF INCOME WILL BE CONSIDERED! If information is not complete or proper proof is not attached, your application will be placed on hold until such time everything is received. It WILL NOT be placed in order to wait for a system until it is deemed complete.

Upon receipt of complete application and proof of income, your application will be verified and marked "approved" (or denied and why) and dated. Applications will be given priority as to approval date, and processed accordingly.

Applicants within our local 40 mile delivery area will receive free delivery. Outside of our local delivery area YOU will be responsible to pay all packaging, shipping, and insurance costs to receive your system. Money orders or cashiers check only, we will not accept personal checks. Cost depends on your location. All shipping via UPS ground unless otherwise requested.

IF we receive and approve your application and are not able to reach you in any manner, phone, email, postal, for a period of 30 days, you will forfeit your application and place in line. Please make sure to give us accurate contact information.

Once your system is placed in your home and running, we are no longer be responsible for upkeep or maintenance on it. This will be your responsibility.

Any repairs, maintenance, upgrades, service you may need or want thereafter, will be at a cost to you. We do, however, offer this service at a nominal fee.