



LITERACY
COUNCIL of ALASKA
Changing lives through literacy

COMPUTER REQUEST FORM

“Promoting computer literacy by refurbishing computers for low-income Alaskans”

Use for the computer I will receive:

- Resume/Job
- Education
- Email/online research
- Create a webpage
- Other: _____

**RETURN COMPLETED
 FORM TO:**

Literacy Council of Alaska
 Head Start Lending Libraries
 517 Gaffney Rd.
 Fairbanks, AK 99701
 Phone: 907-456-6212
 Fax: 907-456-4302
 Email: LCA@LiteracyCouncilofAlaska.org

Microsoft®
**Authorized
 Refurbisher**

LCA USE ONLY

Date Received: _____
 Total Due: _____
 Notes: _____

Computer Recipient Info *(Please print clearly)*

**Please note that computers are intended for low-income individuals or families.*

Please attach a copy of photo ID with request form

Name: _____

Phone Number: _____

Address: _____

Email (optional): _____

There is a processing fee of \$25 for your computer, CRT monitor, keyboard, mouse, accompanying cables and Open Office.

Check boxes for additional products *(additional fees apply):*

- MS Office 2007 (\$25)
- Flat-screen Monitor (vs. CRT) (\$25)
- Laptop computer **with wireless when available** (\$50)
- Laptop computer (no wireless) **when available** (\$25)
- Desk Top Computer with Windows 7 OP (\$40)

Requests are filled in the order they are received. All computers are refurbished Pentium 4 processors or faster. **Computers do not come with technical support or warranty. All fees are due at the time of pick up.**

Signature of Person Requesting: _____

Staff Signature: _____

Date: _____