



Phone: 360-920-2387
Email: admin@c4pin.org
Location: 2004 James St., Suite 2
Bellingham, WA 98225
Hours: M-F 9am – 1 pm

OUR OPERATIONS DURING COVID-19 WASHINGTON STATE – PHASE 4 **(Starting 30 June 2021)**

As we move into a less restricted scenario, we will open more of our services to our customers. It is still important to avoid unnecessary trips and gatherings with un-vaccinated individuals, for the health of you and others. Our Phase 4 process is detailed below:

DONATIONS: We will take donations of electronic equipment, but request the donor not enter our facility, but instead knock on our door during operating hours and one of our e-waste staff will take the donated items into our facility from donor’s vehicle while they remain outside.

TO REQUEST A COMPUTER: Persons who meet our mission criteria (low income, subsistence, students) and desire a computer should contact our office to make arrangements for purchase of one BEFORE coming to our office location. Refer to our website for the computers that are available and for the donation amounts we request for each. Call our number to place your order and arrange for an appointment to pick it up.

Office number → 360-920-2387

PLACE YOUR ORDER: Please submit your requirements so that we can match the type of computer up with your needs. Example: A computer studies student in college might require a more robust system than someone that only needs to access email, video meetings and office work for their employer.

ARRANGE FOR PICKUP: Once the order has been placed, a date and time for transfer will be negotiated. We must follow guidelines, so the user will meet at our parking lot and remain in their vehicle during the transaction. We also request that you wear a protective mask unless they are fully vaccinated when picking up your order, as per CDC and Whatcom Health Dept. guidelines.

PAYMENT AND INFORMATION EXCHANGE: Payment can be provided in the form of Cash at the time of pickup, or via credit card in advance using the “Donation” tab on our website → www.c4pin.org. A Photo ID (driver’s license, student id, etc.) is required for our records, so we can record the user in our warranty system. We will ask the user to sign 3 documents that will establish their ownership of the product key for the Windows 10 Operating System and our one (1) year warranty agreement. Signing will take place at donor’s vehicle outside.

PROVIDING OF COMPUTER: In the case of laptop computers the user will be provided with a plastic zip-lock bag containing the laptop, the user’s paperwork and a charging device. This will be hand delivered to them in their vehicle (curbside delivery). Larger desktop computers will be placed in the user’s vehicle trunk or within passenger area by C4PiN personnel.

USER QUESTIONS/ISSUES: After receiving the computer, should there be any problems or questions, please contact our office by phone.