

Please use the enclosed Order Form to request Running Inc. tickets for Portage.

Follow the instructions below:

Instructions:

1. Write the Service Date.
2. Print the Participant Name, Address and Phone Number.
3. Complete the number of punch cards requested.
4. Multiply the number of punch cards by the cost per card (\$42.50). Please keep the IRIS participant's budget in mind.
5. Complete the number of additional mile cards requested.
6. Multiply by \$20.00. Please keep the IRIS participant's budget in mind.
7. Sign and date the form.
8. Fax the order form between the 10<sup>th</sup> and 15<sup>th</sup> of the month to 1-608-637-6877.

After Running Inc. receives the order form, the process is as follows:

1. Running Inc. sends an invoice to the IRIS Fiscal/Employer Agent (F/EA).
2. Running Inc. sends the tickets/additional mileage cards as requested by mail to the IRIS participant.
3. The F/EA pays the invoice.

If you need assistance, please call the IRIS Info Center at 1-888-515-4747

**Order Form  
Running Inc.  
Shared Ride Taxi  
Portage**



Service Date: \_\_\_\_\_  
Service code: T2003

Participant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

# of Punch cards (10 rides per card): \_\_\_\_\_ X \$42.50 per Punch card = \$ \_\_\_\_\_

# of Additional Miles Cards (10 miles per card): \_\_\_\_\_ X \$20.00 per card = \$ \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Fax completed order form between the 10<sup>th</sup> and 15<sup>th</sup> of the month to:

Running Inc.

1-608-637-6877