

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

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 (\$40.00). Please keep the IRIS participant's budget in mind.
5. Complete the number of additional mileage punch cards requested.
6. Multiply by \$17.50. Please keep the IRIS participant's budget in mind.
7. Complete the number of Westby to Viroqua trip cards requested.
8. Multiply by \$77.50. Please keep the IRIS participant's budget in mind.
9. Sign and date the form.
10. Fax the order form between the 10th and 15th 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
Westby**



Service Date: _____
Service code: T2003

Participant Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____

of Punch cards (10 rides per card): _____ X \$40.00 per Punch card = \$ _____

of Additional Miles Cards (10 miles per card): _____ X \$17.50 per card = \$ _____

of **Westby to Viroqua** Trip Cards: _____ X \$77.50 per card = \$ _____

Approved: _____ Date: _____

Fax completed order form between the 10th and 15th of the month to:

Running Inc.

1-715-246-2221