Please use the enclosed Order Form to request Outagamie County Transit tickets. Follow the instructions below.

Instructions:

1. Write the Service Date.
2. Print the Participant Name, Address and Phone Number.
3. Complete the number of sheets requested.
4. Multiply the number of sheets by the cost per sheet ($252.50). Please keep the participant’s budget in mind.
5. Write the total amount.
6. Check either Mail or Pick-up.
   a. To arrange pick-up, call Outagamie County ADRC at 1-866-739-2372.
7. Sign and date the form.
8. Mail or fax the order form between the 10th and 15th of the month to:

   **Outagamie County Health and Human Services**
   Human Services Building Level 2
   401 S. Elm St.
   Appleton, WI 54911-5985
   Fax: 920-832-2113

After Outagamie County receives the order form, the process is as follows:

1. Outagamie County sends an invoice to iLIFE.
2. Outagamie County delivers the tickets as requested (mail or pick-up).
3. iLIFE pays the invoice.

If you need help, please call iLIFE at 1-888-800-5599.
Outagamie County Transit

Service Date: _______________

Service Code: T2003

Participant Name: ________________________________________________________________

Address: ________________________________________________________________________

City: __________________________ State: _______ Zip: _________________________________

Phone number: __________________________________________________________________

# of Sheets (10 tickets per sheet): _____________x $252.50 = $ ________________________

Choose one delivery option:  ☐ Mail   ☐ Pick-up
Contact Outagamie County ADRC
to arrange pick up: 1-866-739-2372

Approved: ___________________________________________ Date: _______________________
             (Participant/Guardian signature)

Mail or fax completed order form between the 10th and 15th of the month to:

Outagamie County Health and Human Services
Human Services Building Level 2
401 S. Elm St.
Appleton, WI 54911-5985
Fax: 920-832-2113