



Choice. With Confidence.

Please use the enclosed Order Form to request Valley 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 items (tickets, passes or rides) requested.
4. Multiply each item by the cost per ticket (\$1 or \$20), pass (\$40), or trip (\$20) (as appropriate). Please keep the participant's budget in mind.
5. Write the total amount.
6. Sign and date the form.
7. Mail, fax or email the completed and approved order form to:

Mail: iLIFE
P.O. Box 91760
Milwaukee, WI 53209
Fax: 414-937-2034
Email: IRIS.Claims@iLIFEfms.com

After iLIFE receives the order form, the process is as follows:

1. The approved order form is checked against the participant's budget.
2. iLIFE sends payment for the items to Valley Transit.
3. Valley Transit mails the tickets and/or passes to the participant.

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

**Valley Transit (City of Appleton)
Order Form**



Service Date: _____

Service Code: T2003

Participant Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone number: _____

of Curb to Curb Tickets _____ **x \$20 per ticket = \$** _____
(Includes Vocational Transportation)

of 30-Day Passes _____ **x \$40 per pass = \$** _____

of Connector Trips _____ **x \$20 per trip = \$** _____

of 1 Ride Tickets (senior/disabled) _____ **x \$1 per ticket = \$** _____

Approved: _____ **Date:** _____
(Participant/Guardian signature)

For internal use only

After processing: Email Staff Accountant. When checks received, send copy of this order form and checks to Valley Transit, 801 S. Whitman Avenue, Appleton, WI 54914.