



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, \$10 or \$11.25), pass (\$40), or trip (\$15) (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 emails the form to Valley Transit.
3. Valley Transit receives the form, and delivers the items to the participant.
4. Valley Transit bills iLIFE for the items.

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 \$10 per ticket = \$** \_\_\_\_\_  
(Includes Vocational Transportation)

**# of Fixed Route Tickets** \_\_\_\_\_ **x \$10 per ticket = \$** \_\_\_\_\_

**# of Premium Tickets** \_\_\_\_\_ **x \$11.25 per ticket = \$** \_\_\_\_\_

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

**# of Connector Trips** \_\_\_\_\_ **x \$15 per trip = \$** \_\_\_\_\_

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

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Participant/Guardian signature)

For internal use only	
ILIFE Approved By: _____  Date: _____	Approval Stamp
Authorize, sign, date, stamp, and fax to 920-832-1631 or email to vtticketorders@appleton.org	