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 $15), 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 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 $15 per ticket = $________________________  
(Includes Vocational Transportation)

# 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

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.