

## **Running Inc. Shared Ride Taxi Order Form - Portage**

Please use the enclosed Order Form to request Running Inc. tickets for Portage.  
Instructions for completing and submitting the form are 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 (\$130.00). Please keep the IRIS Participant's budget in mind.
5. Complete the number of additional miles cards requested.
6. Multiply by \$40.00. Please keep the IRIS Participant's budget in mind.
7. Sign and date the form.
8. Fax the order form to 1-608-637-6877 or email the completed form to [accounts@runninginc.net](mailto:accounts@runninginc.net)

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 mile 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.**

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## Running Inc. Shared Ride Taxi Order Form - Portage

Service Date: \_\_\_\_\_

Service Code: T2003

### Ordering Information

Participant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

# of Punch Cards (10 rides per card): \_\_\_\_\_ X \$130.00 per Punch card = \$ \_\_\_\_\_

# of Additional Miles Cards (10 miles per card): \_\_\_\_\_ X \$40.00 per card = \$ \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
(Participant/Guardian Signature)

Please submit completed order form o Running Inc by: **Fax:** 1-608-637-6877 or  
**Email:** accounts@runninginc.net

(3/2025)