

Running Inc. Shared Ride Taxi Order Form - Viroqua

Please use the enclosed Order Form to request Running Inc. tickets for Viroqua.
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 (\$80.00). Please keep the IRIS Participant's budget in mind.
5. Complete the number of additional miles cards requested.
6. Multiply by \$17.50. Please keep the IRIS Participant's budget in mind.
7. Complete the number of Viroqua to Westby single ride tickets requested.
8. Multiply by \$10.00. Please keep the IRIS Participant's budget in mind.
9. Sign and date the form.
10. Fax the order form between the 10th and 15th of the month to 1-608-637-6877 or email the completed form to accounts@runninginc.net or humanresources@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.

Running Inc. Shared Ride Taxi Order Form - Viroqua

Service Date: _____

Service Code: T2003

Ordering Information

Participant Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: (_____) _____ - _____

of Punch Cards (10 rides per card): _____ X \$80.00 per Punch card = \$ _____

of Additional Miles Cards (10 miles per card): _____ X \$17.50 per card = \$ _____

of **Viroqua to Westby** Single Ride Tickets: _____ X \$10.00 per trip = \$ _____

Approved: _____ Date: _____
(Participant/Guardian Signature)

Please submit completed order form between the 10th and 15th of the month to Running Inc by:

Fax: 1-608-637-6877 or **Email:** accounts@runninginc.net / humanresources@runninginc.net