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## **Running Inc. Shared Ride Taxi Order Form - West Bend**

Please use the enclosed Order Form to request Running Inc. tickets for West Bend.  
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. Enter the number of punch cards requested.
4. Multiply the number of punch cards by the cost per card. Please keep the IRIS Participant's budget in mind.
5. Complete the number of additional miles cards requested. Please keep the IRIS Participant's budget in mind.
6. Sign and date the form.
7. 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 correct IRIS Fiscal Employer Agent (FEA).
2. The FEA pays the invoice.
3. Running Inc will mail the tickets/additional mileage cards to the Participant.

**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 - West Bend

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

**Service Code:** T2003

### Ordering Information

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

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

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

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

# of Punch Cards: \_\_\_\_\_ x \$80.00 per punch card = \$ \_\_\_\_\_

\$10.00 Mileage Punch Card (10 miles per card) x \_\_\_\_\_ = \$ \_\_\_\_\_

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

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