

Running Inc. Shared Ride Taxi Order Form - Westby

Please use the enclosed Order Form to request Running Inc. tickets for Westby.
Instructions for completing and submitting the form are below.

Instructions:

1. Write the Service Date.
2. Write the FEA (Fiscal Employer Agent).
3. Print the Participant Name, Address, and Phone Number.
4. Enter the number of punch cards requested.
5. Multiply the number of punch cards by the cost per card (\$80.00). Please keep the IRIS Participant's budget in mind.
6. Complete the number of additional miles cards requested.
7. Multiply by \$17.50. Please keep the IRIS Participant's budget in mind.
8. Complete the number of Westby to Viroqua single ride tickets requested.
9. Multiply by \$10.00. Please keep the IRIS Participant's budget in mind.
10. Sign and date the form.
11. 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 correct IRIS Fiscal Employer Agent (FEA).
2. The FEA pays the invoice.
3. Running Inc will mail the cards to the Participant.

If you need assistance, please call the IRIS Info Center at 1-888-515-4747.

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Community Transportation Pass

Service Code: T2004 RI

Service Date: _____

FEA: _____

Ordering Information

Participant Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: (_____) _____ - _____

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

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

of **Westby to Viroqua** 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