

## **Running Inc. Shared Ride Taxi Order Form - Wisconsin Rapids**

Please use the enclosed Order Form to request Running Inc. tickets for Wisconsin Rapids.  
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 (\$40.00). Please keep the IRIS Participant's budget in mind.
6. Complete the number of additional miles cards requested.
7. Multiply by \$12.50. Please keep the IRIS Participant's budget in mind.
8. Sign and date the form.
9. Fax the order form between the 10th and 15th of the month to 1-608-637-6877 or email the completed form to [lindsay@runninginc.net](mailto:lindsay@runninginc.net) or [humanresources@runninginc.net](mailto: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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## Running Inc. Shared Ride Taxi Order Form - Wisconsin Rapids

**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 \$40.00 per Punch card = \$ \_\_\_\_\_

# of Additional Miles Cards (10 miles per card): \_\_\_\_\_ X \$12.50 per card = \$ \_\_\_\_\_

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:** lindsay@runninginc.net / humanresources@runninginc.net