



## Green Bay Metro Transit Order Form

Please use the enclosed Order Form to request bus passes and paratransit tickets for Green Bay Metro.  
Follow the instructions below.

### Instructions:

1. Write the Service Date(s).
2. Print the Participant Name, Address, and Phone Number.
3. Write the number of bus passes and/or paratransit tickets you want.
4. Multiply the number of passes and/or tickets by the appropriate price for each. Please keep the IRIS Participant's budget in mind.
5. Write the total amount.
6. Write your signature and today's date.
7. Mail, email, or fax the completed and approved order form to:

**Mail:** iLIFE  
P.O. Box 80439  
Milwaukee, WI 53208  
**Email:** IRIS.Claims@iLIFE.org  
**Fax:** 414-918-8213

### After iLIFE receives the order form, the process is as follows:

1. The approved order form is checked against the IRIS Participant's budget.
2. iLIFE sends payment for the tickets to Green Bay Metro.
3. You call 920-448-3450 or email [letmeride@greenbaywi.gov](mailto:letmeride@greenbaywi.gov) to arrange ticket pick-up.

**If you have any questions or need help, please call iLIFE at 1-888-800-5599.**

### **IMPORTANT:**

- Payment can take more than 30 days to occur. Submit your form as far in advance as possible to receive your tickets in time for your need.
- A new form must be submitted for each month that you want a monthly pass.



## Green Bay Metro Transit Order Form

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

**Service Code: Varies (see below)**

**Green Bay Metro**  
**letmeride@greenbaywi.gov**  
**920-448-3450**

### Ordering Information

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

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

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

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

### Bus Order Pass Information

# Fixed Route Passes/Reduced Fare Monthly Passes: \_\_\_\_\_ x \$31.00 per pass = \$ \_\_\_\_\_  
*Service Code: T2004 RI (non-medical transportation)*

### Paratransit Ride (Door to Door) Ticket Information

# Paratransit Tickets/One Way Trips: \_\_\_\_\_ x \$21.00 per ticket = \$ \_\_\_\_\_  
*Service Code: T2003 RI (specialized transportation)*

Total Amount: \$ \_\_\_\_\_

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

#### Submit form to iLIFE:

**Email:** IRIS.Claims@iLIFE.org

**Fax:** 414-918-8213

**Mail:** P.O. Box 80439, Milwaukee WI 53208

#### Contact Green Bay Metro to arrange ticket pick-up:

**Phone:** 920-448-3450

**Email:** letmeride@greenbaywi.gov