



## Valley Transit (Appleton) Transit Order Form

Please use the enclosed Order Form to request Valley Transit tickets.  
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 items (tickets, passes or rides) requested.
4. Multiply each item by the cost per ticket (\$1 or \$30) or pass (\$40) as appropriate. Please keep the Participant's budget in mind.
5. Write the total amount.
6. Sign and date the form.
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:** 920-832-2113

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

1. The approved order form is checked against the Participant's budget.
2. iLIFE sends payment for the items to Valley Transit.
3. Valley Transit mails the tickets and/or passes to the Participant.

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



## Valley Transit (Appleton) Transit Order Form

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

**Service Code: T2003**

### Ordering Information

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

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

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

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

Number of Curb to Curb Tickets: \_\_\_\_\_ x \$30 per ticket = Total \$ \_\_\_\_\_  
(Includes Vocational Transportation)

Number of 30-Day Passes: \_\_\_\_\_ x \$40 per pass = Total \$ \_\_\_\_\_

Number of Connector Trips: \_\_\_\_\_ x \$30 per trip = Total \$ \_\_\_\_\_

Number of 1 Ride Tickets (senior/disabled): \_\_\_\_\_ x \$1 per ticket = Total \$ \_\_\_\_\_

Number of ADA Service Tickets: \_\_\_\_\_ x \$30 per ticket = Total \$ \_\_\_\_\_

Number of Rural Services (Outagamie County) Tickets: \_\_\_\_\_ x \$30 per ticket = Total \$ \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

(Participant/Guardian Signature)

### For Internal Use Only

After processing: Email Staff Accountant

When checks are received, send a copy of this order form and checks to:

Valley Transit  
801 S. Whitman Avenue  
Appleton, WI 54914

(11/2024)