

Metro Mail Order Form

ENTER UPCOMING MONTH

Item	Order	-	Less Exchange	=	Order Balance	x	\$ Per Pass/Stamp	=	Amount Due	Office Use
Example	4	-	1	=	3	x	\$84.00	=	\$252.00	
EZ Monthly Pass		-		=		x	\$84.00	=		
Pass with Premium 1 Stamp		-		=		x	\$106.00	=		
Pass with Premium 2 Stamp		-		=		x	\$128.00	=		
Pass with Premium 3 Stamp		-		=		x	\$150.00	=		
Pass with Premium 4 Stamp		-		=		x	\$172.00	=		
Pass with Premium 5 Stamp		-		=		x	\$194.00	=		
Pass with Premium 6 Stamp		-		=		x	\$216.00	=		
EZ Senior/Disabled Pass		-		=		x	\$35.00	=		
Pass with Premium 1 Stamp		-		=		x	\$44.50	=		
Pass with Premium 2 Stamp		-		=		x	\$54.00	=		
Pass with Premium 3 Stamp		-		=		x	\$63.50	=		
Pass with Premium 4 Stamp		-		=		x	\$73.00	=		
Pass with Premium 5 Stamp		-		=		x	\$82.50	=		
Pass with Premium 6 Stamp		-		=		x	\$92.00	=		
Shipping & Handling	*Add \$3 for orders over \$100									
					# of Boxes	x	\$ Per Box	=		Filled by:
Boxed Tokens (100 bags = 1,000 tokens per box)							\$1,500.00	=		
Shipping & Handling	*Add \$10 per box (2 boxes max)									
<i>*Customers ordering tokens in addition to passes/stamps only need to pay the shipping and handling for the token order (\$10 per box)</i>							Total			

CONTACT INFORMATION (PLEASE PRINT)

Customer Number (if applicable) & Contact Name

Customer or Business Name

Street Address

()
Telephone Number

City | State | Zip

E-mail Address (required for businesses)



See back for ordering guidelines.

METRO MAIL GUIDELINES

ORDERING GUIDELINES (PLEASE READ AND FOLLOW ALL THE GUIDELINES)

Your Metro Mail order form and payment must be received together, postmarked no later than the 15th of the month and mailed to the Metro Mail address listed below. Orders received on time will be processed and mailed by the 21st of the month.

- > Orders will not be processed and will be returned to the customer if they are:
 - Metro Mail order forms without payment attached.
 - Incorrect payment amounts (including shipping charges, if applicable).
 - Payments received without the Metro Mail order form attached.
- > Complete orders postmarked after the 15th of the month may be processed at the department's discretion and either mailed or held for customer pick-up. Otherwise, the order will be returned unprocessed.
- > Overpayments will not result in a credit or refund.
- > Cash or credit card payments are not accepted.
- > Only designated corporate business accounts may return their most recent unused passes/stamps for credit towards next month's order. Metro will only accept 20% or less of the previous month's order.
- > Customers requesting a Senior/Disabled Pass require a copy of their current Metro Senior ID or LACTOA ID. Student Pass orders require a copy of a current Metro College/Vocational ID or K-12 Student school ID or report card.

SHIPPING AND HANDLING

PASSES/STAMPS

- > Orders totaling less than \$100 must be accompanied with a self-addressed, stamped envelope. Otherwise, the order will be returned unprocessed.
- > Orders in the amount of \$100 or more will be mailed via UPS. **A charge of \$3 must be added to the cost of your order for shipping and handling.**
- * **Please Note: UPS will not deliver to a P.O. Box, a street address must be provided.**

TOKENS

- > When ordering tokens, **a minimum of 1 box is required and a maximum of 2 boxes will be shipped.** Tokens will be shipped using UPS and a shipping and handling fee of \$10 per box must be added to the cost of your order.
- > Tokens are non-refundable. All token sales are final.
- * **Please Note: Customers ordering tokens in addition to passes/stamps only need to pay the shipping and handling for the token order (\$10 per box).**

Metro appreciates your business and thanks you for following the Metro Mail guidelines. For more information about Metro Mail, call 213.922.6059.

MAKE CHECK PAYABLE AND MAIL TO

LACMTA/Metro Mail
Mail Stop 99-PL-4
One Gateway Plaza
Los Angeles, CA 90012

