

## **Business/Agency/Organization Voucher Application Information**

Thank you for your interest in Door Tran's Half-Price Travel Voucher Program.

Attached is the Registration Form for your completion. Once received, you will be authorized to purchase travel vouchers for your customers. If you want to place an order immediately, an order form is also attached.

Door-Tran vouchers are accepted by non-profit and for-profit transportation providers offering service in and out of the County up to 24 hours a day, 7 days a week. Vouchers come in increments of \$1.00, \$5.00 and \$10.00. To recoup some of your cost and still make transportation affordable to your customer, you may choose to charge up to half-price for each voucher or you may give them out at no charge.

The following are some benefits to you and your customer that could result from purchasing travel vouchers:

- Your customer may become more active and more timely
- Customers would have less stress by having more affordable transportation options
- Door-Tran may save you valuable staff time by not having to schedule rides or review monthly transportation invoices for your customers
- Allow you to have vouchers ready for your customers when the need arises.

Please contact me at (920)743-9999 or (877)330-6333 if you need more information or have questions about the enclosed forms. I look forward to working with you to make transportation more affordable for your customers.

Sincerely,



Pam Busch

Door-Tran Mobility Manager

Enc. Door-Tran Travel Voucher Registration & Order Form

**BUSINESS VOUCHER PURCHASE REGISTRATION FORM**

Agency/Business Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Website: \_\_\_\_\_

Agency/Business category - please circle:

Non Profit; For Profit Business; Hospital; Human Services Organization; Municipality; Church

Contact Name: \_\_\_\_\_ Contact Telephone Number: \_\_\_\_\_

Contact E-mail address: \_\_\_\_\_ Contact Fax Number: \_\_\_\_\_

Agency/Business Agreement:

Agency/Business agrees to adhere to, and has reviewed the following Guidelines:

*Please initial by each of the following verifying you have reviewed*

\_\_\_\_\_ Must be a non-profit organization, for profit business, human services organization, government organization, hospital or church located in Door County.

\_\_\_\_\_ Must agree to designate a contact and an alternate contact person for Door-Tran, Inc. communication.

\_\_\_\_\_ All vouchers have an expiration date which is 6 months from the date of purchase from Door-Tran, Inc.

Authorized Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## Business/Agency Voucher Order Form

Business/Agency Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mail vouchers to: \_\_\_\_\_

OR

I will pick up vouchers on: Date \_\_\_\_\_ Time \_\_\_\_\_

*Door-Tran office is open Monday-Friday, 8 a.m. to 4:00 p.m.*

Please fill-in the number of vouchers requested:

\_\_\_\_\_ \$1.00 valued vouchers in a booklet 5 x \$5.00 = \_\_\_\_\_

\_\_\_\_\_ \$1.00 valued vouchers in a booklet of 10 x \$10.00 = \_\_\_\_\_

\_\_\_\_\_ \$5.00 valued vouchers x \$5.00 = \_\_\_\_\_

\_\_\_\_\_ \$10.00 valued vouchers x \$10.00 = \_\_\_\_\_

Total Amount of Order = \_\_\_\_\_

**Mail or Drop Off Your Order Form To:**

Door-Tran Inc, 1009 Egg Harbor Road, P.O. Box 181, Sturgeon Bay, WI 54235-0181

**Make Payment Payable To:**

Door-Tran. Cash, Check, or Money Order payments only, cannot accept debit or credit card payments. Thank you.

**REMINDERS:**

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Vouchers do expire six months from time of purchase and may not cover the full ride so please inform your customer that they are required to pay any difference directly to the provider. No change will be given by the provider for any rides that cost less than the face value of the voucher. A rider may use multiple vouchers for longer trips as needed. (A one-time, three month extension, may be given on vouchers near expiration – must be approved by Door-Tran staff.)