

Metro Mail Order Form

Item	Order	x	\$ Per EZ transit pass	=	Amount Due	Office Use
Example	1	x	\$84.00	=	\$84.00	
EZ transit 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 transit 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)		x	\$1,500.00	=		
Shipping & Handling	*Add \$10 per box (2 boxes max)					
Total						

*Corporate Account Orders: please contact Metro Mail at 213.922.6059 for corporate account ordering.

*Customers ordering tokens in addition to EZ transit pass/stamps only need to pay the shipping and handling for the token order (\$10 per box)

CONTACT INFORMATION (PLEASE PRINT)

Customer Name _____

Street Address _____

City | State | Zip _____

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16 digit TAP card number (required)

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Telephone Number

E-mail Address

*To Balance Protect your TAP card, please call 866.TAPTOGO.



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:
 - Orders without 16-digit tap card number included.
 - 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.
- > All sales are final – no refunds, no credit.
- > A 16-digit TAP card number is required for all Metro Mail orders, including Senior/Disabled.

SHIPPING AND HANDLING

EZ TRANSIT PASS

- > 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 EZ transit pass 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

