



pace

A Fresh Approach To Public Transportation

Memorandum

WIA 2009 Summer Youth Program Pass

Issued by	Pace Suburban Bus
Date Available	May 1, 2009
Orders Accepted	Beginning May 1, 2009
Valid from	May 1, 2009 through September 30, 2009
Cost	\$70.00 per pass
Limitations	The pass is valid on Pace services, 7 days a week during scheduled operating hours for the period of May 1 – September 30, 2009 Purchase of passes limited only to LWIAs No special ID is required for the user
Quantity Available	4,000 passes



pace

A Fresh Approach To Public Transportation

Memorandum

Guidelines for Administration of the **WIA 2009 Summer Youth Program Pass**

Purchase Procedures

Passes are ordered via email

Include Number of passes requested
 Name, Address, Phone and Email for staff member designated to take
 delivery of the passes **and accepts responsibility for managing**
 pass inventory

Send to Barbara Ladner
 Manager of Business Development
 barbara.ladner@pacebus.com

Call 847-228-2467 or 847-975-4786 with questions

Payment Procedures

When the passes are delivered, the included invoice is **payable within 30 days**

Payments must be mailed to:
 Barbara Ladner
 Manager, Business Development
 Pace
 550 W. Algonquin Rd.
 Arlington Heights, IL 60005-4412

Pace is not charging a delivery or service/handling fee; the invoice totals the number of passes ordered X \$70.00 each

Security Measures

Passes are encrypted and sequentially numbered

Passes are to be stored in a secured, locked location

Passes are to be assigned to the client and the pass serial number recorded along with the name and any other pertinent LWIA identifying client information (e.g. case no., client no., address, etc.)

Lost or stolen passes must be reported to Pace **immediately via email to barbara.ladner@pacebus.com**

Pace will immediately deactivate that pass serial number rendering it unusable

At the end of the **WIA 2009 Summer Youth Program**, any remaining passes are to be destroyed

Additional Regulations

Pace is not responsible for replacing lost and/or stolen passes

The LWIA will have to reissue another pass from the existing inventory, recording the new number for the client

If the LWIA runs out of passes, they can place another order via email to barbara.ladner@pacebus.com – orders will be filled in the order received as long as inventory is available

There will be ***no refunds*** issued for unused passes at the end of the **WIA 2009 Summer Youth Program** season

There will be ***no discount*** for passes ordered later in the **WIA 2009 Summer Youth Program Pass** season