

Ordering a OnePass by Mail

Availability of OnePasses by mail is subject to the following:

- You must have previously purchased a OnePass within the last year and wish to renew your pass for a minimum of one full calendar month.
- You must complete and return this form, to the address shown above, each time you order a pass by mail. Payment (check, money order or credit card information) must be included. Checks must include a local address and phone.
- CATA must receive the form and payment at least 10 business days in advance of the start date of the pass, so it can be processed and then returned to you by the start date. We are not responsible for delays in your receipt of the pass. If you receive your pass after it becomes valid, we will not be able to refund any portion of the cost, so please allow as much time as possible when sending your request and provide a complete current address to which the pass will be mailed.
- A handling fee of \$1.00 will be added to the cost of your OnePass each time you purchase a pass by mail.
- Pass records are periodically deleted from our computer, or may be lost if computers malfunction. Therefore, we do not guarantee the ability to reproduce your pass. Upon receipt of your order, we will call if we no longer have your records, and you will need to come to the office for a new pass. Please provide a daytime phone number where you can be reached for this purpose.
- If your personal check is returned for insufficient funds, your pass will be invalidated immediately and we will not accept your personal checks in the future either in the mail or at our offices.
- If you do not receive your pass within a reasonable time, you must contact CATA immediately. If a replacement pass is required, you may need to pick it up at the office to assure timely receipt.
- As with all passes, those ordered by mail are not transferable or refundable for any reason.

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PLEASE PRINT LEGIBLY:

Last Name _____ First Name _____ Phone _____

Complete Local Address _____

Current/Previous OnePass Number (7 digits) _____ Expiration date _____

Passes are issued for one or more calendar months. Enter the month and year in which the pass will begin, the month and year in which it will end and the total number of months:

PASS START DATE: _____ (month) 20____ PASS END DATE: _____ (month) 20 ____ TOTAL # OF MONTHS: _____

To add a half month (from the 16th to the 30th/31st or from the 1st to the 15th) to the beginning or end of any monthly pass for an additional \$25, specify that option by entering the exact dates of your pass: _____
(i.e.-March 1-May 15, 2007 to add a half month to the end of a pass for March and April)

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**For current OnePass rates, please visit our website www.catabus.com or call our office*

Payment Type (circle one): Check Credit Card Money Order

Amount enclosed/authorized: \$ _____ (cost of pass, ½ month option if selected, plus \$1.00 handling)

Credit Card Number: _____ Expiration Date: _____ VISA ___ Mastercard _____

Signature (for credit card orders, the signature must be exactly as it appears on the card) _____ Name on credit card _____

By signature above, I agree to all terms listed above and, if a credit card order, authorize CATA to charge my credit card the amount shown.

