RTA Fare Media Sales – Policies and Procedures: Resale Outlets

TOKEN SALES

Token Ordering Procedures:
Contracted RTA Vendors may order tokens the **last** week of every month. Token orders will be available for pickup from RTA offices within a week of order date (unless we are experiencing a backorder) and by appointment only. Minimum token order is 100–ten token packages (1000 tokens). Token orders less than the minimum order will be referred to the nearest RTA token outlet.

Price/Payment of Tokens:
Minimum token order is 100–ten token packages (1000 tokens). The cost per pack of ten is $12.50 equaling a total minimum order price of $1250.00. **No discounts are applied to token sales.**

Terms of Payment:
Tokens are sold **C.O.D. only**. A fee of $34.00 will be applied to NSF checks.

Return Policy:
RTA tokens are non-expiring fare media and are not eligible for return or credit.

31 (Thirty-One Day) PASS SALES

31-Day Pass Ordering Procedure:
Contracted RTA Vendors may order 31-Day Jazzy Pass for resale from the RTA the **last** week of every month. Minimum 31-Day Jazzy Pass order is 50. Orders must be made in increments of 25. Orders will be available for pickup from RTA offices within a week of order date and by appointment only.

31-Day Pass Price:
31-Day Pass sale price is the full face value of $55.00 per pass. The RTA prohibits contracted vendors from charging tax or processing fees at time of resale. Vendors must post official RTA materials detailing costs and uses.

Vendor Commission:
Vendor receives a 5% commission on orders of 50 to 499 passes. Vendor receives a 10% commission on orders of 500 or more passes. Discounts are applied to face value of passes at time of ordering.

Terms of Payment:
Payment must be received in full at time of pickup. A fee of $34.00 will be applied to NSF checks.

Return Policy:
RTA passes are non-expiring fare media and are not eligible for return or credit.

1 and 3 DAY JAZZY PASS SALES

1 and 3 Day Jazzy Pass Ordering Procedure:
Contracted RTA Vendors may order Jazzy Passes for resale from the RTA the **last** week of every month. Minimum order is 50. Passes must be ordered in increments of 25. Orders will be available for pickup from RTA offices within a week of order date and by appointment only.

1 and 3 Day Jazzy Pass Price:
1-Day Jazzy Pass sale price is the full face value of passes. The RTA prohibits contracted vendors from charging tax or processing fees at time of resale. Sale price of passes are below:

- 1-day Jazzy Pass sale price is $3
- 3-day Jazzy Pass sale price is $9

Vendor Commission:
No commission is received on 1 and 3 Day Jazzy Passes.

Terms of Payment:
A vendor shall remit payment for 1 and 3 Day Jazzy Passes ordered in full upon receipt of passes. Payment must be received in full. A fee of $34.00 will be applied to NSF checks.

Return Policy:
RTA 1 and 3 Day Jazzy Passes are non-expiring fare media and are not eligible for return or credit.

GENERAL TERMS

NSF Check:
Payment with an NSF check will be grounds for termination of vendor relationship.

Payment Cycle:
Payment in full is due net upon receipt of passes or tokens.

Ordering Process:
All orders must be received on the dates listed in the Pass Ordering Calendar.

Fulfillment:
Passes will be available within a week of order.