



WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY  
**METROCHEK ORDER FORM**

**I. CUSTOMER INFORMATION**

METRO CUSTOMER NUMBER \_\_\_\_\_  CHECK IF NEW ADDRESS

BUSINESS NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ BLDG # \_\_\_\_\_ ROOM # \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ TITLE \_\_\_\_\_

**II. METROCHEK ORDER INFORMATION**

ORDER (INDICATE QUANTITY):

METROCHEKS: \$1 \_\_\_\_\_ \$5 \_\_\_\_\_ \$10 \_\_\_\_\_ \$15 \_\_\_\_\_ \$20 \_\_\_\_\_ \$21 \_\_\_\_\_ \$30 \_\_\_\_\_

TOTAL ORDER VALUE \$ \_\_\_\_\_

**III. PAYMENT INFORMATION**

PAYMENT ENCLOSED:  YES  PICK UP AT TIME OF DELIVERY

PAYMENT METHOD:  
 PURCHASE ORDER  BUSINESS CHECK  BUSINESS CREDIT CARD (MASTERCARD, VISA, DISCOVER)

PURCHASE ORDER NUMBER: \_\_\_\_\_  ACH (Date of wire transfer) \_\_\_\_\_

BUSINESS CREDIT CARD NUMBER \_\_\_\_\_ TYPE \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_ USER NAME \_\_\_\_\_

CUSTOMER SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

WMATA ACCOUNT REPRESENTATIVE \_\_\_\_\_

**METROCHEK ORDER AND DELIVERY PROCESS\*:**

- \$499 or less: Purchase at Metro Center, Pentagon or Metro Headquarters sales offices. Mail delivery available.
- \$500-\$999: Submit order and payment for mail delivery. Allow 10 weekdays after receipt.
- \$1000 or more: Submit order and payment for door-to-door delivery. Allow three weekdays after receipt.

\*All mail and delivery Metrochek customers must have a Metro assigned customer number.

Mail order and payment to:

WMATA  
 Fare Distribution and Sales  
 3301 Eisenhower Avenue  
 Alexandria, VA 22314-9425

Phone: 202/962-5700/5716  
 E-mail: [buyfares@wmata.com](mailto:buyfares@wmata.com)