



Transit Pass Ordering Procedures

Midtown Transportation Solutions, in partnership with MARTA, Cobb Community Transit, Gwinnett County Transit and GRTA, provides Midtown area companies with discounted transit passes. Please note that MTS does not sell to individuals. At this time, there is no minimum order quantity. However, we provide this service with the expectation that the participating companies will encourage their employees to take transit. All companies wishing to participate in this program must have a company executive (CEO, President, CFO, etc.) sign and return the Transit Pass Agreement form.



The ordering procedures are as follows:

1. **Place your Cobb County, GRTA, Gwinnett County and/or MARTA orders with MTS by the specified due dates of each month.**

If you do not have a standing order in effect, you will receive an email reminder at least a week before each due date. Orders can be placed by replying to the email reminder to kathleen@midtownalliance.org or by indicating the quantity on the previous month's invoice. **If the designated Transit Pass Contact does not place their order by the due date specified in the email reminders then he/she will be responsible for securing the transit passes themselves.**

Accounts may not return unsold passes to MTS for a refund, and is not responsible for any lost or stolen passes.

2. MTS will deliver your transit pass order each month to your designated Transit Pass contact. **The courier will ask the Transit Pass contact to sign for the packet each month.** An invoice will be included in your packet at that time. **You may place ONE additional order after your initial order is delivered, but will be responsible for picking it up from Midtown Alliance.**

It is the responsibility of the account to notify MTS if the company's Transit Pass contact has changed so that a new agreement form can be completed.

3. **Payment is due by the 10th of the following month (i.e. payment for July MARTA cards is due on July 10th).** Company checks must be made out to Midtown Alliance. Personal checks from individuals will not be accepted. Midtown Alliance is a non-profit organization and, therefore, makes no revenue from the sale of transit passes. If an account is 60 days delinquent in making payments, the account will be suspended and no future transit packets will be processed until the past due amounts are paid in full. MTS/Midtown Alliance reserves the right to close an account if it continually fails to remit monthly payments on time.