



October 17, 2011

From: Kevin Stephenson, AMF Bus Pass Office
To: Employers purchasing RFTA Zone Passes

WINTER ZONE PASSES

Photo Sessions/Pass Pickup

Rubey Park—Monday and Tuesday, November 21-22 11 a.m.—4 p.m.
Silvertree Hotel Snowmass—Wednesday November 23 11 a.m.—4 p.m.
Aspen Bus Maintenance Facility—beginning Monday November 28 9 a.m.—4 p.m.

Winter season is just around the corner! RFTA will again be setting up at **Rubey Park** on Durant Street for Winter Zone Passes on **Monday, November 21st** and **Tuesday, November 22nd**. For our Snowmass employers, we will be setting up at the **Silvertree Hotel in Snowmass on Wednesday, November 23rd**. Hours will run from **11 a.m. to 4 p.m.** each day. Passes will also be issued at the bus maintenance facility by the AABC starting **Monday, November 28th**. The winter season starts Thursday, December 1.

As you all know by now, Zone Passes are transferable from employee to employee, when an employee leaves, provided the old pass is turned back in. However, **once a Zone Pass is issued, it is not refundable under any circumstances**, since these passes are heavily discounted. If an employee is serving a probationary period, or may not be here through the duration of the season (through April 30th), or if they simply don't want a Zone Pass, you can arrange to give them a monthly pass instead, or provide them with punch passes. Winter Zone Passes may be purchased through the end of February at a pro-rated price. Winter Zone Passes will not be available for purchase after February 28th.

ORDER SPREADSHEET

Your new spreadsheet is attached. The spreadsheet looks pretty much the same as it always has, but it has been updated and improved, and works a little differently than last winter's spreadsheet. If you ordered summer Zone Passes last spring, you've already seen the new design. There are only a couple of additional minor changes.

Begin on the first tab, "Customer Information" and fill in the blanks. If you wish to purchase by credit card, enter your credit card information in the highlighted boxes, and indicate whether or not you are member of your local Chamber of Commerce or ACRA. Enter "Y" for yes, or "N" for no. **We must have the ACRA voucher or other proof of chamber of commerce membership to process a pass order at the chamber price.** The order date and whether or not you are an ACRA or other chamber member must be filled in before you go on. The credit card information boxes will turn red after you have filled them in, and the information will then be visible only on the order blank.

Employers with large numbers of employees receive a spreadsheet with seven pages: the Customer Information Sheet, a separate page for each zone, BA, EJ, CD, GW, and NC, and the Order Blank. Employee names should be entered on the sheet corresponding to the zone the employee needs. **Once you have placed an employee name on the proper zone page, the price for the pass will automatically appear in the price column.** Please enter last name and first name, and under the column labeled Photo, enter a 'P' if your employee needs to have a photo taken. If your employee got a Zone Pass either last winter or last summer, then we should have a photo on file for them that they can use again if they wish. If that is the case, leave the Photo column blank. Once you have entered all of your employees' names, the correct total amount due will appear on the Order Blank.

Employers with a small number of employees receive a spreadsheet with three pages: the Customer Information Sheet, a single page labeled "ALL ZONES" for entering employees, and the Order Blank. Please enter last name and first name, and under the column labeled Photo, enter a 'P' if your employee needs to have a photo taken. If your employee got a Zone Pass either last winter or last summer, then we should have a photo on file for them that they can use again if they wish. If that is the case, leave the Photo column blank. **Once you have entered the Employee name in the proper section for the zone needed on the "All Zones" page, the price will automatically appear in the price column.** The total amount due will automatically recalculate with each employee you enter, and once you have entered all of your employees, the total amount due will appear on the Order Blank.

You cannot enter any information directly onto the Order Blank. All Order Blank information comes from other parts of the spreadsheet. If your customer information is incorrect, you must correct it on the Customer Information Sheet, which is the first page of the spreadsheet.

PAYMENT PROCESS

We want to keep the process of picking up passes quick and easy for you and your employees, so we are again requesting that you **PRE-ORDER**. We can have your passes ready for pick up without a significant wait if you order according to the following timetable:

BY November 7th

If you are paying by check, you should **print a copy of the Order Blank**, and send it to Carbondale with your company check for the amount due. The spreadsheet should then be returned via email to passorders@rfta.com once you have completed it, but no later than **November 7th**.

If you are paying by credit card, fill in your credit card information on the Customer Information sheet; as you fill in the fields, they will turn red, and the information will not be visible. When the information has been filled in, right-click on the Order Blank tab and HIDE IT, before you email the spreadsheet. The spreadsheet should be returned via email to passorders@rfta.com once you have completed it, but no later than **November 7th**. **RFTA will process the payment and delete the information.**

Spreadsheets will be updated by us and returned to you as soon as possible so that you have the same information that we do. The updated spreadsheet which is returned to you should not contain any credit card information, and the fields should again be yellow. If you receive an updated spreadsheet which still has red fields in the credit card information area, contact RFTA and request that it be deleted; we will delete it and send you another updated spreadsheet. **When you receive an updated spreadsheet, please replace any you have with the updated**

spreadsheet. If you believe there are errors, do not correct them yourself; please contact Kevin Stephenson at 384-4965.

Checks must be mailed to:

**RFTA Winter Zone Passes
Finance Department
0766 Industry Way
Carbondale, CO, 81623**

Please include a printed copy of the Order Blank, indicating the amount due. Do not mail checks to any other address or drop checks off at Rubey Park.

NOTE: RFTA will not allow Zone Pass “upgrades” during our sessions at Rubey Park and Snowmass. If your employee wishes to get a pass for a zone other than what you are providing, please make arrangements with the employee beforehand for any additional cost, collect the difference from the employee, indicate what zone the pass is to be issued for on the spreadsheet, and make your payment for that zone. **We will only issue a pass for the zone indicated on the spreadsheet,** until November 28th. After that time, employees may upgrade their Zone Passes to a different zone only **at the Bus Maintenance Facility,** by presenting their old pass and paying for the upgrade.

Check or credit card purchases can still be made at Rubey Park on November 22nd and 23rd, at Snowmass on November 24th, and beginning November 28 at the bus maintenance facility or by calling Kevin Stephenson at 384-4965, but **we want to handle as many of the payments as possible in advance.** That way, passes can be issued quickly with a minimum of hassle, your employees will not need to carry checks or company credit cards, and we will not have to manage and transport as many checks.

Passes will not be issued until payment is received. I will notify you by email when the passes are ready to be picked up. Passes can be picked up at the RFTA maintenance facility November 17th and 18th, at Rubey Park on November 21st and 22nd, at Snowmass on November 23rd, or again at the RFTA maintenance facility starting November 28th.

A pro-rata price list, calculated by month of pass issuance, is attached for your convenience in figuring the pass cost, and this price list is **built into the spreadsheet.** The price list is also useful in making cost comparisons between the Zone Pass, the monthly pass, punch passes, and cash. Partial months are not considered in the pro-rate; the pass price changes at the beginning of each month.

Please feel free to contact us if you need any help or have any questions.

Kevin Stephenson
AMF Pass Office
kstephenson@rfta.com
970-384-4965

RFTA - 2011 / 2012 WINTER SEASON PASS PRICES

Zone Name	Type of Pass	Usage	Cost as of Dec. 1st	Cost for 5 months Dec-Apr	Cost for 4 months Jan-Apr	Cost for 3 months Feb-Apr	Cost for 2 months Mar-Apr	Cost for 1 month Apr
BA Basalt to Aspen	Cash Sales	round trip / \$8.00 per day	8.00	880.00	704.00	528.00	352.00	176.00
	Punch Pass - adult fare	round trip / \$5.92 per day	5.92	651.20	520.96	390.72	260.48	130.24
	Adult Valley Monthly Pass	unlimited usage for calendar month	163.00	815.00	652.00	489.00	326.00	163.00
	Zone Pass (Non Chamber price)	unlimited usage within zone	520.00	520.00	416.00	312.00	n/a	n/a
	Zone Pass (Chamber price)	unlimited usage within zone	495.00	495.00	396.00	297.00	n/a	n/a
	Youth Valley Monthly Pass	unlimited usage for calendar month	89.00	445.00	356.00	267.00	178.00	89.00
EJ El Jebel-Blue Lake to Aspen	Cash Sales	round trip / \$10.00 per day	10.00	1,100.00	880.00	660.00	440.00	220.00
	Punch Pass	round trip / \$7.40 per day	7.40	814.00	651.20	488.40	325.60	162.80
	Adult Valley Monthly Pass	unlimited usage for calendar month	163.00	815.00	652.00	489.00	326.00	163.00
	Zone Pass (Non Chamber price)	unlimited usage within zone	644.00	644.00	515.00	386.00	n/a	n/a
	Zone Pass (Chamber price)	unlimited usage within zone	619.00	619.00	495.00	371.00	n/a	n/a
	Youth Valley Monthly Pass	unlimited usage for calendar month	89.00	445.00	356.00	267.00	178.00	89.00
CD Carbondale to Aspen	Cash Sales	round trip / \$12.00 per day	12.00	1,320.00	1,056.00	792.00	528.00	264.00
	Punch Pass	round trip / \$8.88 per day	8.88	976.80	781.44	586.08	390.72	195.36
	Adult Valley Monthly Pass	unlimited usage for calendar month	163.00	815.00	652.00	489.00	326.00	163.00
	Zone Pass (Non Chamber price)	unlimited usage within zone	661.00	661.00	529.00	397.00	n/a	n/a
	Zone Pass (Chamber price)	unlimited usage within zone	644.00	644.00	515.00	386.00	n/a	n/a
	Youth Valley Monthly Pass	unlimited usage for calendar month	89.00	445.00	356.00	267.00	178.00	89.00
GW Glenwood Springs to Aspen	Cash Sales	round trip / \$14.00 per day	14.00	1,540.00	1,232.00	924.00	616.00	308.00
	Punch Pass	round trip / \$10.36 per day	10.36	1,139.60	911.68	683.76	455.84	227.92
	Adult Valley Monthly Pass	unlimited usage for calendar month	163.00	815.00	652.00	489.00	326.00	163.00
	Zone Pass (Non Chamber price)	unlimited usage within zone	711.00	711.00	569.00	427.00	n/a	n/a
	Zone Pass (Chamber price)	unlimited usage within zone	661.00	661.00	529.00	397.00	n/a	n/a
	Youth Valley Monthly Pass	unlimited usage for calendar month	89.00	445.00	356.00	267.00	178.00	89.00
NC New Castle to Aspen	Cash Sales	round trip / \$16.00 per day	16.00	1,760.00	1,408.00	1,056.00	704.00	352.00
	Punch Pass	round trip / \$11.84 per day	11.84	1,302.40	1,041.92	781.44	520.96	260.48
	Zone Pass (Non Chamber price)	unlimited usage within zone	731.00	731.00	585.00	439.00	n/a	n/a
	Zone Pass (Chamber price)	unlimited usage within zone	681.00	681.00	545.00	409.00	n/a	n/a
	Adult Valley Monthly Pass	unlimited usage for calendar month	163.00	815.00	652.00	489.00	326.00	163.00
	Youth Valley Monthly Pass	unlimited usage for calendar month	89.00	445.00	356.00	267.00	178.00	89.00
New Castle to Glenwood Springs	Cash Sales	round trip / \$6.00 per day	6.00	660.00	528.00	396.00	264.00	132.00
	Punch Pass	round trip / \$4.44 per day	4.44	488.40	390.72	293.04	195.36	97.68
	Hogback Monthly Pass (Non Chamber price)	unlimited usage for calendar month	92.00	460.00	368.00	276.00	184.00	92.00
	Hogback Monthly (Chamber price)	unlimited usage for calendar month	98.00	490.00	392.00	294.00	196.00	98.00
	Youth Hogback Pass	unlimited usage for calendar month	64.00	320.00	256.00	192.00	128.00	64.00
Silt to Glenwood Springs	Cash Sales	round trip / \$8.00 per day	8.00	880.00	704.00	528.00	352.00	176.00
	Punch Pass	round trip / \$5.92 per day	5.92	651.20	520.96	390.72	260.48	130.24
	Hogback Monthly Pass (Non Chamber price)	unlimited usage for calendar month	92.00	460.00	368.00	276.00	184.00	92.00
	Hogback Monthly (Chamber price)	unlimited usage for calendar month	98.00	490.00	392.00	294.00	196.00	98.00
	Youth Hogback Pass	unlimited usage for calendar month	64.00	320.00	256.00	192.00	128.00	64.00
Rifle to Glenwood Springs	Cash Sales	round trip / \$10.00 per day	10.00	1,100.00	880.00	660.00	440.00	220.00
	Punch Pass	round trip / \$7.40 per day	7.40	814.00	651.20	488.40	325.60	162.80
	Hogback Monthly Pass (Non Chamber price)	unlimited usage for calendar month	92.00	460.00	368.00	276.00	184.00	92.00
	Hogback Monthly (Chamber price)	unlimited usage for calendar month	98.00	490.00	392.00	294.00	196.00	98.00
	Youth Hogback Pass	unlimited usage for calendar month	64.00	320.00	256.00	192.00	128.00	64.00

Punch pass cost are based on 22 round trips per month