



**VALVOLINE INSTANT OIL CHANGE**  
Ivy Lane Corporation  
8008 West Layton Avenue  
Greenfield, WI 53220

Telephone (262) 923-7891  
Fax (773) 326-1660  
Email: [jbiel@ivyLANECORP.COM](mailto:jbiel@ivyLANECORP.COM)

Dear Provider:

Please be advised that Ivy Lane Corporation requires a drug (10 panel) screening post accident. The test results must be faxed directly to my secure fax: (773) 326-1660.

The medical records and invoices for the medical bills and the drug/alcohol tests should be mailed directly to me at our address listed above as we are self-insured.

Should have any questions, please contact me directly.

Sincerely,

A handwritten signature in blue ink that reads 'Jacquelyn J. Biel'.

Jacquelyn J. Biel  
Human Resource Manager