

Outsource Staffing, Inc.

(409) 813-2900 Beaumont Office

(409) 670-1100 Orange Office

(361) 729-6212 Coastal Bend Area

FAX (409) 838-1111

We really appreciate your business! The information requested on this form will help us find that much needed employee. Should you have any questions or concerns, please do not hesitate to ask.

Your Company's Information

Business Name: _____ **Phone #** _____

Mailing Address: _____ **Fax #** _____

Contact Name: _____ **E-mail:** _____

Physical Address: _____

Type of Entity (Business Type): Corporation LLC Partnership LP Joint Venture DBA

Account Payable Contact: _____ **P.O. Desired?** Yes No

Tell Us More About Your Personnel Needs

(Please feel free to include any company job description or other pertinent information)

Job Title: (example: Receptionist, Billing Clerk, Warehouse Worker, etc...) _____

Brief Job Description: _____

Is this a temporary assignment? _____ Is this a permanent position? _____

Additional Information: _____

Can you give us the salary amount/range: Hourly Rate: _____

Bill Rate (provided by Outsource Staffing, Inc.): _____

****ALL INVOICES WILL BE PAID ON A WEEKLY BASIS****