



# JPS Direct Staffing

*"Promoting Professionals"*

## **WORKORDER REQUEST FORM**

Company \_\_\_\_\_ Date \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone Number \_\_\_\_\_ ext \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

*Billing Address same as above*                      *yes/no* \_\_\_\_\_

Position \_\_\_\_\_ Hours \_\_\_\_\_ Days \_\_\_\_\_

Job Description/Skills/Machinery/Microsoft Office

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Pay Rate \$ \_\_\_\_\_