



In House Work Order Information Page

INVOICE INFORMATION

P.O. # (if required):

Accounts Payable Contact:

Terms of Payment:

Bill Rate:

Shift Premiums:

What is your overtime policy?

Afternoons:

Weekly -

Midnights:

Saturday -

Vacation Pay if other than 4%)

Sunday -

Retainer Fee

Statutory Holiday -

Union Dues:

Financial Charging Decision

Agreed billing procedure:

Search procedure request:

Possible Candidates:

1	5
2	6
3	7
4	8

Interview Times/Dates:

1	5
2	6
3	7
4	8

Location of Interview:

Selected Candidates:

1	3
2	4



QC Report:

First Day:

Spoke to:

Comments:

End of First Week:

Spoke to:

Comments:

Follow Up:

Spoke to:

Comments:

Contract Extended

Spoke to:

Contract End Date

Contract Extended

Spoke to:

Contract End Date