|  |  |  |
| --- | --- | --- |
| [ADD LOGO/IMAGE] |  | **STAFFING AGENCY**  **WORK ORDER** |
| **AGENCY** |  | **CLIENT** |
| [COMPANY NAME] |  | [COMPANY NAME] |
| [ATTN] |  | [ATTN] |
| [STREET ADDRESS] |  | [STREET ADDRESS] |
| [CITY, STATE, ZIP CODE] |  | [CITY, STATE, ZIP CODE] |
| [PHONE] |  | [PHONE] |
| [E-MAIL] |  | [E-MAIL] |
|  |  |  |
| **PAYMENT** |  | **SCHEDULE** |
| Down Payment: [$] |  | Date: January 31, 2020 |
| Payment is Due: [ENTER TERMS] |  | Work Order No.: [#] |
| Total Amount: [$] |  | Start Time (if any): \_\_\_\_:\_\_\_\_ ☐ AM ☐ PM |
| Payment is Due: [ENTER TERMS] |  | End Time (if any): \_\_\_\_:\_\_\_\_ ☐ AM ☐ PM |

|  |  |  |  |
| --- | --- | --- | --- |
| **SERVICE** | **HOURS** | **RATE ($/HR)** | **AMOUNT ($)** |
|  |  |  |  |
|  |  | **TOTAL** |  |
|  |  |  |  |
| **JOB POSITION / TYPE** | **QUANTITY** | **UNIT PRICE** | **AMOUNT ($)** |
|  |  |  |  |
| IN WITNESS WHEREOF, the Client agrees to pay the total amount when payment is due for the services requested. The Agent agrees to provide the services in exchange for the total amount.  **CLIENT’S SIGNATURE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | **TOTAL** |  |
|  |  |
| **SUBTOTAL** |  |
| **DISCOUNT** |  |
| **TAX / VAT** |  |
| **TOTAL** |  |
| **AGENT’S SIGNATURE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |