

## **Temp Staff Order Form**

(e.g. promotional staff, sales assistants etc)

YOUR DETAILS (please complete the yellow shaded areas in capitals)

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NAME OF PERSON		Forename:		Surname:				
COMPANY DETAILS		Company Name:						
		1st Line of Address:						
		2nd Line:						
		3rd line:						
		City:	Postcode/Zip:			Country:		
		Telephone Number:		F	Fax I	Number:		
Email Address:								
STAFFING REQUIREMENTS (please complete the yellow shaded areas in capitals)								
NUMBER OF STAFF REQUIRED		TYPE OF STAFF REQUIRED e.g. Sales Assistants				DATES REQUIRED	HOURS TO BE WORKED EACH DAY	
Additional Information								