Tri-Odyssey PEO, Inc
Job Order

AJB REF#(OFFICE USE ONLY)_____

JOB ORDER# (OFFICE USE ONLY)_____

CATEGORY(OFFICE USE ONLY)_____

DATE: _____**ORDER REQUESTED BY**_____

CLIENT: _____

PHONE: _____ **FAX:** _____

ADDRESS: _____

JOB PLACEMENT CONTACT: _____

DAYS: _____ **HOURS:** _____

DIRECTIONS: _____

POSITION: _____ **# NEEDED:** _____ **OT - YES**____ **NO**____

JOB DESCRIPTION: _____

_____

PAY RATE: _____ **F/T OR P/T**

COMMENTS: _____

Date	Time	Contact	Notes (Results/Interview, etc.)	Int.

CLIENT SPECIFICATIONS

*_____ *_____

*_____ *_____

Rev 08/31/09