

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

* _____ *

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