

**Exhibit "A" SAMPLE JOB ORDER**

**This information should be in Company Letterhead to Recruiter signed by HR Manager.**

**Position Title:** \_\_\_\_\_

**Number of Positions:** \_\_\_\_\_

**Position type: W2 or 1099 Subcontract**

**Position Description:** Attached Description \_\_\_\_\_

**Qualifications/Skills:** Attached Description \_\_\_\_\_

**Benefits:** Attached Description \_\_\_\_\_

**Pay Rate:** \_\_\_\_\_

**Over-Time Rate: :** \_\_\_\_\_

**Location of Job:** \_\_\_\_\_

**Work Schedule:** \_\_\_\_\_

**Candidate Name Submitted:** \_\_\_\_\_

**Result: Offer/Hold/Pass:** \_\_\_\_\_

**Date Filled:** \_\_\_\_\_ **Pay Rate:** \_\_\_\_\_

**Initial Fee Due:** \_\_\_\_\_

**30 day Milestone Fee Due:** \_\_\_\_\_

**60 day Milestone Fee Due:** \_\_\_\_\_

**90 Day Milestone Fee Due:** \_\_\_\_\_

**HR Manager (Printed Name & Signature:** \_\_\_\_\_

Date