**JOB ORDER**

**STOCK MY STAFF**

|  |  |  |  |
| --- | --- | --- | --- |
| Company: | Date: | Confidential:  Yes No | Temp / Temp to Hire / Direct Hire / Contract only  *(circle one)* |
| Contact: | | Website: | |
| Title of Contact: | | Contact Email Address: | |
| Contact Phone #: | | Type of Business: | |
| Assignment Address: | | How did you hear about us? | |
| Please indicate the number of positions you are seeking to fill: | | Title of Position(s): | |
| Briefly describe the position(s) or project(s) you are looking to fill: | | | |
| Please list your top 3 requirements for this position: | | Required Years’ Experience: | |
| Software Competencies: | | Personality/Industry Trait: | |
| Did you have a specific budget in mind?  Hourly Rate: Project Budget: | | How flexible are your budget and/or top 3 requirements? | |