

(Demand Letter is addressed to PRA)

Date: _____

Tel No/s : _____

SUBJECT : DEMAND LETTER / JOB ORDER

Madam:

We hereby place the following demand for the dispatch of household service workers to work with our client employers:

(Sample entries only)

Quantity	Gender	Category	Basic Salary in SAR
40	Female/ Male	HSW	1500 SAR
5	Male	Family Drivers	1700 SAR
2	Female/ Male	Private/ home Nurse	3500 SAR
3	Female/ Male	Baby Sitter/ Nanny	1500 SAR

50 Total

Terms of Employment:

- Two (2) years contract.
- Food and Accommodation: Free (c/o employer)
- Free passage airway tickets: MNL/JED by Economy class & JED/MNL/JED after ending two years of service.
- Vacation: 15 days per year or 30 days after completion of contract.
- Other terms and conditions as per Standard Employment Contract (RP-KSA Bilateral Agreement) and the applicable laws and regulations of KSA and the Philippines.

Thank you.

Proprietor / General Manager