(COMPANY LETTERHEAD)

JOB ORDER/ MANPOWER REQUEST

(Name of Representative of the Agency in the Philippines)
(Name of Agency in the Philippines)
(Address of Agency)

Sir/Madam:

Please be informed that our Company is need of the following job categories of workers to work in (destination country/ job site) ___ and we would like your agency to handle the recruitment for us:

JOB/ TITLE / CATEGORIES	NUMBER REQUIRED	BASIC SALARY (EUR) Per Month (indicate additional renumeration, if applicable)	
		Gross	Net
TOTAL			

TERMS AND CONDITIONS:

1. **FREE AIRLINE TICKETS** from the Philippines to the site of employment and return after completion of contract.
2. **ACCOMMODATION:** _____
3. **FOOD:** _____
4. **TRANSPORTATION:** _____
5. **OTHER ALLOWANCES:** _____
6. Two years contract.
7. Visa and medical fees, residence card and all other fees, if any, will be paid by the company.
8. Other terms and conditions shall be governed by the applicable laws of the Philippines and the (destination country/ job site).

Very truly yours,

_____
(Print Name and position/Signature)