



It's a New Day. Work Your Way.

## WORK REQUEST FORM

CONTACT INFORMATION												
Name					Phone / Fax							
Company / Department					E-Mail							
WORK REQUEST INFORMATION												
Position Title					# of Open Positions							
Start Date					Supervisor							
Length of Work					Type of Work Request	Full Time	<input type="checkbox"/>	Direct	<input type="checkbox"/>			
Work Location						Part Time	<input type="checkbox"/>	Unit Based	<input type="checkbox"/>			
					Temporary	<input type="checkbox"/>	Project	<input type="checkbox"/>				
				Temp to Hire	<input type="checkbox"/>	Other	<input type="checkbox"/>					
Work Days		Work Hours		Shift	1st	<input type="checkbox"/>	2nd	<input type="checkbox"/>	3rd	<input type="checkbox"/>	Other	<input type="checkbox"/>
					Explain							
Unit of Measure		Total Units		Due Date								
Description of Duties / Responsibilities / Process												
STEPS OF PROCESS												
Step 1												
Step 2												
Step 3												
Step 4												
Step 5												
Step 6												
Step 7												
Step 8												
Step 9												
Step 10												
Step 11												
Step 12												
Step 13												
Step 14												
Step 15												
Step 16												
Step 17												
Step 18												
Step 19												
Step 20												
<p>Thank you for your work request. You may return email your completed work request to <a href="mailto:sales@phoenix-staffing.com">sales@phoenix-staffing.com</a> by following these few simple steps: 1) Fill in your answers, 2) Select File and Save 3) Select File and Send to and Mail Recipient as an Attachment, 4) Type <a href="mailto:sales@phoenix-staffing.com">sales@phoenix-staffing.com</a> in the TO: field and 5) Hit send. A Window will pop up asking you if you want to save your document, PLEASE SELECT YES. You will also create a saved version of the work request for yourself in the original email sent to you. Thanks again.</p>												