

Temporary Staffing Job Order Template

Client Details

Company Name

Contact Person

Phone Number

Email

Address

Assignment Details

Job Title

Department

Number of Positions

Start Date

End Date

Working Hours e.g. 9am - 5pm

Location

Job Description / Duties

Required Qualifications / Skills

Compensation & Terms

Hourly Rate

Billing Rate

Other Terms

Approvals

Client Signature & Date

Staffing Agency Signature & Date