

# Client Request For Staff

## A. CONTACT INFORMATION

<b>Facility Name</b>		<b>Today's Date</b>	
<b>Name</b>		<b>Title</b>	
<b>Telephone</b>		<b>Email</b>	
<b>Fax</b>		<b>Cell/Pager</b>	
<b>Mailing Street Address</b>			
<b>Mailing City/State/Zip</b>			
<b>Work Site Street Address</b>			
<b>Work Site City/State/Zip</b>			

## B. STAFFING NEED DETAILS

<b>Job Title:</b>		<b>Start Date:</b>	
<b>Job Duties:</b>		<b>End Date:</b>	
<b>Dept/Unit:</b>		<b>Number Needed:</b>	
<b>Job Schedule Dates/Hours:</b>			
<b>Orientation Details:</b>			
<b>Dress Code Details:</b>			
<b>Other Comments:</b>			

You mail send this request to us via the internet by clicking the box above or by printing it first and faxing it to us at 810.720.6905. A staffing coordinator will contact you right away to confirm your needs. Please be sure to call us at 800.423.3787 or 810.720.6900 if local if you would like to talk with someone immediately.