



CUSTOMER ORDER

FAX TO: +63-2-921 6891

Date: _____	Unique Client Reference #: _____
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Name of Recruitment Agency: _____

Your Own Email Address: _____

Agency Mailing Address: _____

City: _____ **State:** _____ **Postcode:** _____

Client Company: _____ **City/Suburb:** _____

Primary Client Contact Name: _____ **Phone #:** _____

Email: _____ **Client Sponsorship # (if applicable) :** _____

<p><u>FLB Employment Agency Inc.</u> Unit 7, 4th Floor, Francisco Gold Condomiums, 784 EDSA Cubao, Quezon City Metro Manila, Philippines</p>

Please recruit the following personnel for us under the terms of the FLB Master Employment Contract.

Job Role Required	Quantity Required	Est. Annual Salary Package (AUS\$) (including any Allowances)
1.		
2.		
3.		
4.		
5.		

Special Skills Requirements (if any):

1. _____
2. _____
3. _____
4. _____
5. _____

Basic Terms and Conditions

Contract duration (1, 2, 3, or 4 yrs):	
Site of Employment (Region):	
Working Hours:	
Accommodation:	
Site allowance (if any):	
Roster cycle (if any):	
Probationary Period:	
Air Ticket: (paid by employer):	
Client Purchase Order Number:	

FLB Terms and Conditions

Total Fixed Fee per deployed Worker 10% of Base Salary (including Allowances).
Payments are to be made within 7 days of invoice receipt.

First fee payment due on order placement per applicant	20%.
Second fee payment due at Offer of Employment/Visa submission stage	30%.
Balance of fee due on personnel arrival in destination Country	50%

If FLB Overseas is unable to secure a suitable person that is acceptable to the company within 10 days of the Deposit date then the deposit (less any fees paid by FLB to Government bodies) is completely refundable if requested by the client.

FLB provide a 90 day guarantee on the suitability of the applicant supplied.

FLB Australian Bank details for direct deposit or EFT are as follows:

Commonwealth Bank of Australia - Crows Nest Branch
 Account Name: FLB Overseas Australia Pty Ltd
 BSB Number: 062 - 151
 Account Number: 1024 1364

AUTHORISATION TO PROCEED:

Recruitment Agency (if applicable)

Name of Authorised Representative:	
Signature:	Date:

FLB Overseas Employment Agency Inc.

Name of Authorised Representative:	
Signature:	Date: