

ADD AGENCY OFFICIAL LETTERHEAD HEAD

DATE: _____

(NAME OF PHILIPPINE AGENCY REPRESENTATIVE)

(NAME OF PHILIPPINE AGENCY)

(OFFICE ADDRESS OF PHILIPPINE AGENCY)

RE: JOB ORDER REQUEST

Dear Mr./Ms. _____ :

Please screen, recruit, process and deploy the following:

Number of Workers: 100

Classification: Domestic Helpers

Proposed Wages: HK\$_____.00/month

Food Allowance: HK\$_____.00/ month

Terms and Conditions:

1. The Domestic Helper will be working in Hong Kong SAR only.
2. Free airline tickets from Philippines to Hong Kong SAR.
3. Other terms and conditions as provided in the Hong Kong SAR Standard Employment Contract for Foreign Domestic Helpers.

Thank you very much.

Very truly yours,

Signature over printed name of HK agency owner
AGENCY CHOP