



# Brickforce

## Staffing

"Effective Workforce Systems"

Durham Center  
 2 Ethel Road, Suite 204B  
 Edison, New Jersey 08818-0051  
 (732) 819-7770  
 Fax: (732) 819-9355

90 Lexington Avenue  
 Passaic, New Jersey 07055  
 (973) 667-1220  
 Fax: (973) 667-2455

### Client Order Form

Today's Date: \_\_\_\_\_

Company: \_\_\_\_\_ Phone#: ( ) \_\_\_\_\_ Ext: \_\_\_\_\_

Work Address: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Order Placed (authorized) by: \_\_\_\_\_ Title: \_\_\_\_\_ Client: \_\_\_\_\_ New \_\_\_\_\_ Existing \_\_\_\_\_

Start Date: \_\_\_\_\_ Report To: Name: \_\_\_\_\_ Title: \_\_\_\_\_ Dept: \_\_\_\_\_

# Laborers \_\_\_\_\_ # Stickers \_\_\_\_\_ Shift: \_\_\_\_\_ Details: \_\_\_\_\_

Languages: English Preferred?: \_\_\_\_\_ Spanish Preferred?: \_\_\_\_\_ Bilingual: \_\_\_\_\_ Other: \_\_\_\_\_

Forklift: Certified: \_\_\_\_\_ Not Certified: \_\_\_\_\_ Clerical: \_\_\_\_\_ Line Leads \_\_\_\_\_ Other: \_\_\_\_\_

Job Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Requirements:

Dress Code (if applies): \_\_\_\_\_

Describe Interview Process: \_\_\_\_\_

**SEND** These Temps:

**CANCEL** Send these Temps:

### New Client Information

Billing Information: \_\_\_\_\_  
 \_\_\_\_\_

Attn: \_\_\_\_\_ Phone#: ( ) \_\_\_\_\_ Ext: \_\_\_\_\_

How Did You Hear About Us? \_\_\_\_\_ Sending Offices: \_\_\_\_\_

DRIVING DIRECTIONS: \_\_\_\_\_  
 \_\_\_\_\_

