



## **TEMPORARY SERVICES ORDER FORM**

- Kelly Services**
- Olympic Staffing**

- To Fill**
- Inquiry**
- Direct Hire**

TODAY'S DATE: \_\_\_\_\_

COMPANY: The University of Memphis

FAX: 901-678-5350

REQUESTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

REPORT TO: \_\_\_\_\_

DEPARTMENT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

DATES: \_\_\_\_\_ TO \_\_\_\_\_ HOURS: \_\_\_\_\_

POSITION: \_\_\_\_\_

JOB RESPONSIBILITIES: \_\_\_\_\_

ASSIGNMENT LOCATION: \_\_\_\_\_

BILL TO ADDRESS: \_\_\_\_\_

ATTENTION: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

ADDITIONAL INFO: \_\_\_\_\_

\_\_\_\_\_

### **JOB DESCRIPTION**

See attached job description