



CUSTOMER ORDER

FAX TO: +61- (0)2 -9439 2738

Date: _____	Unique Client Reference #: _____
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Name of Employing Business: _____

Recruitment Agency Affiliate (if used): _____

Mailing Address of Business: _____

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

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

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

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

FLB Overseas (Australia) Pty Ltd

133 Alexander Street, Crows Nest NSW, 2065, Australia. Phone: 02-8006 1020

FLB Employment Agency Inc.

Unit 7, 4th Floor, Francisco Gold Condomiums, 784 EDSA Cubao, Quezon City Metro Manila, Philippines

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

Job Role Required (incl. ASCO code if known)	Quantity Required	Est. Annual Salary Package (AUS\$) (including Superannuation and Allowances)

Mandatory Skills and/or Special Experience Requirements:

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

Basic Terms and Conditions

Contract duration:	One year extendable annually to four years
Site of Employment (Region):	
Normal Working Hours per Week:	
Site allowance (if any):	
Probationary Period:	90 days
Return Air Ticket:	Paid by Employer
Client Purchase Order #: (if any)	

FLB Terms and Conditions

Total Fee per Worker is 12.5% of Base Salary (incl. Superannuation & Allowances).
 Fee Payments are to be made within 7 days of invoice receipt by Client.

First-fee payment is due on job order placement (per applicant)	20%.
Second-fee payment due at Offer of Employment/Visa submission stage	30%.
Balance-fee due on personnel arrival in Australia	50%

If Employer Sponsorship is not granted or if FLB Overseas is unable to secure suitable candidates that are acceptable to the Client Company within 30 days of the job order placement date then the first-fee (less any fees paid by FLB to Government bodies) is completely refundable if requested by the client.

FLB provide a 90 day guarantee that all workers recruited and placed by us will have all the skills and experience specified by our clients in this job order.

FLB 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 1348

AUTHORISATION TO PROCEED:

Employing Business (or Agency)

Name of Authorised Representative:		
Signature:		Date:

FLB Overseas (Australia)

Name of Authorised Representative:		
Signature:		Date: