

DOC # F-OP-01

Date

MANPOWER REQUEST FORM

Attention Mr. _____ JAMS Officer/ Operations Incharge _____

Company Details

Company Name	<input type="text"/>	Tel	<input type="text"/>
Requested By	<input type="text"/>	Fax	<input type="text"/>
Designation	<input type="text"/>	Mobile	<input type="text"/>
Address	<input type="text"/>		

Request Details

Required Date	From	<input type="text"/>	To	<input type="text"/>
Working Hrs	From	<input type="text"/>	To	<input type="text"/>
Work Location	<input type="text"/>			
Reporting To	Mr./Ms.	<input type="text"/>	Mobile	<input type="text"/>

Category	Quantity	Rate / Hour	Category	Quantity	Rate / Hour
LABOUR			OFFICE BOY		
CARPENTER			PAINTER/SPRAY		
CLEANER			PLUMBER		
ELECTRICIAN			TALLY CLERK		
FORKLIFT OPERATOR			WELDER		
GARDENER			WINCH OPERATOR		
LD DRIVER			PIPE FITTER		
MASON			CLERK		
HD DRIVER			OFFICE ASSISTANT		
TOTAL NUMBER OF LABOR PER DAY					
TOTAL COST PER DAY					

Terms & Conditions

1. Client * agree not to hire or attempt to hire any of the supplied labor whether directly or indirectly before 2 years from the date of cancellation from JAMS FZE. This will also be applied on the contractor/s.
2. Rate of overtime worked hours will be the same as a normal working hour.
3. Minimum chargeable hours **are 8 per day per person.**
4. Rates above includes Accommodation, Transportation, **Food, Safety Measure**, and Gate Passes (if needed)
- 5. Invoice is to be settled within 30 days from the date of submission.**
6. Complains are to be reported within 24 hrs to JAMS FZE to be solved.
7. JAMS FZE is not responsible for any claim or damages by labour on site.
8. It is further, agreed that the **Jebel Ali Manpower Services (JAMS)** reserves all rights to stop the labour from working at site in case of any unsettled dispute or disagreement.

Invoicing

Invoice is to be prepared in the name of	<input type="text"/>
Person in charge of Accounts	Mr./Ms. <input type="text"/>

Authorization

Name	<input type="text"/>	Company Seal
Signature	<input type="text"/>	