

ORDER FORM

1. Client Information *(Please fill out the following information)*

Company:	
Address:	
Tel:	
Website:	
Contact person:	
Title:	
Cellphone:	
Email:	

2. Service Matrix *(Please check in the task you want us to do)*

Tasks	Checkbox
Consulting	<input type="checkbox"/>
Recruiting	<input type="checkbox"/>
Signing labor contract	<input type="checkbox"/>
Training/ Orientation	<input type="checkbox"/>
Managing contractors at work	<input type="checkbox"/>
Calculating salary	<input type="checkbox"/>
Paying obligatory social insurances	<input type="checkbox"/>
Administering obligatory social insurances	<input type="checkbox"/>
Paying union dues	<input type="checkbox"/>
Administering union dues	<input type="checkbox"/>
Handling personal income tax	<input type="checkbox"/>
Paying salary via bank transfers	<input type="checkbox"/>
Administering termination	<input type="checkbox"/>
Paying termination allowances	<input type="checkbox"/>

3. Orders *(Please fill out the following information)*

When will you need the service?

What is the number of staff?

How many positions *?

What is the total monthly payroll amount?

** For each position, please attach a job description (if you check recruiting)*

Authorized Person

Ngan Dinh

General Director

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Unlocking HR Excellence: Where Strategy Meets Success!

Note: We shall send you a quotation shortly after we receive this order form. Thank you.