



## JOB ORDER FORM

Tel: 2578 2105 Fax: 2566 9147 Email: [apexc@ymail.com](mailto:apexc@ymail.com)

To place an order with us, please kindly provide the following details. Our Apex Consultants will contact you shortly for further discussion.

### ***Part A - Company Details***

Company name	
Contact Person	
Phone Number	
Fax Number	
E-mail address	
Company address	

### ***Part B - Job Order Details: Staff Services***

Job Type	Permanent Placement / Temporary Staff Placement *
Position to be Recruited	
Work Location	
Salary (HK\$)	
Job Duties	
Candidate's Requirements	
Staff benefits	
Any other information to assist us in the recruitment process	

\*Delete as applicable

**Part C - Job Order Details: Training and Development Services**

Job Type	Training Services
Subject to be Offered	
Venue	To be provided by client / To be provided by Apex
Estimated Training Budget	
Course Objectives (What do you want to achieve at the end?)	
Course details (e.g. course content, format, duration etc)	
Target participants (background, duties, years of service, etc)	
Any other information that may help us to prepare our proposal?	

\*Delete as applicable

