

LETTER HEAD OF COMPANY

Address:
Email address:
Tel. #
Fax #

(Date)

MR. ANTHONY G. SISON

President / Chairman & CEO

Asia Reach International Management & Contractor Services Inc.

Suite A 18th Floor Ramon Magsaysay Center Roxas Boulevard

Malate, Manila Philippines

JOB ORDER / MANPOWER REQUEST

Our company, _____, is authorizing _____

_____ to recruit Filipino Workers under the following categories:

Categories	Manpower Requirement	Basic Salary
1.		
2.		
3.		

Basic terms and conditions of employment:

1. 2 – year employment contract, renewable;
2. Food and accommodation to be provided by the employer/sponsor;
3. At least one (1) rest day per week and at least eight (8) consecutive rest hours per day;
4. Medical benefits, as per Qatar Law;
5. Free 2-way air tickets upon completion of the employment contract;
6. Full cost of employee’s residence permit shall be borne by the employer;
7. Other terms and conditions of employment shall be governed by the pertinent laws of the Philippines or the State of Qatar.

Very truly yours,

**NAME OF DESIGNATED SIGNATORY
OF THE COMPANY**

(Based on the Computer Card)