



William L. Wong, CPA, CVA, PFS  
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Vice President  
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Treasurer  
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Human Resources Administrator  
John S. Leong, Jr.  
Director of Sales

## REQUEST FOR INFORMATION TO PROVIDE QUOTE

*Information furnished here is confidential and will only be used by HRAH.*

Owner's Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

PAYROLL PERIOD DESIRED (*Select one*):      WEEKLY      BI-WEEKLY      SEMI-MONTHLY      MONTHLY

**POSITION TO BE HIRED:** \_\_\_\_\_ **RATE OF PAY:** \_\_\_\_\_

**DAYS TO WORK:** \_\_\_\_\_ **HOURS TO WORK:** \_\_\_\_\_

**JOB DESCRIPTION - REQUIRED SKILLS**

(use of office equipment, computer software, hand tools, power tools, equipment, landscaping, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DUTIES** (Please be specific in describing the work done and include whether heavy lifting, standing for long hours, driving a business vehicle, etc. are required.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_

**DUTIES** (Please be specific in describing the work done and include whether heavy lifting, standing for long hours, driving a business vehicle, etc. are required.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you had employees in the past?      Yes      No

**To obtain your Free Quote please complete and fax or email to our office  
along with your current worker's compensation loss history report (if applicable).**