

Date:

Private & Confidential

Name of Company:	
Billing Address:	
Billing Attention Person:	
Contact & Email:	

1. REQUIREMENTS & DETAILS OF SERVICE

The Client should clearly indicate the requirements of the service in the table below. GMP will not be held responsible for any failure in observing the requirements if not specified and full charges will still apply.

Hiring Position	
Total no. of staff needed	
Address of working location/ training / briefing	Asia Tech Singapore, ATXSG 2024 @ Singapore EXPO, Booth No _____
Working date & hour <i>*Please indicate if you would like our temp staffs to work during pre-show.</i>	<p>Wednesday 29th May 2024 __:__ to __:__ (hours)</p> <p>Thursday 30th May 2024 __:__ to __:__ (hours)</p> <p>Friday 31th May 2024 __:__ to __:__ (hours)</p> <p style="text-align: right;">=Total__hours</p> <p>Others, please specify:</p>
Brief Job Description	Handling enquiries, attending to visitors at the booth, collect and compile name cards of visitors who make enquiries, hand out collaterals. Pleasant disposition.
Work Attire / Grooming	
Name & Contact of person in charge / Supervisor	

2. FEE STRUCTURE

Hourly Charge Rate	1. Event Hostess (Booth Assistants): SGD <u> \$ 22.00 </u> / per hour <i>*Normal rate.</i> 2. Event Hostess (Booth Assistants): SGD <u> \$ 25.00 </u> / per hour <i>*Last min rate: TOB signed and confirmed before 20 working days from event date.</i> <i>*The above rate is not applicable for other positions like chef / interpreter / bartender / photographer. *All costs are subject to prevailing GST (for local exhibitors only).</i>
Breaktime of candidate/s	Charge at minimum 30 minutes or as per recorded timing on timesheet, whichever is higher.
Overtime Charges	Overtime time will apply in accordance to Singapore Employment Act.
Minimum Engagement Period (per day)	6 hours per day.

3. CHANGE OF HEADCOUNT/SCHEDULE

Any change of headcounts should be informed 2 days in advanced else GMP reserves the right to seek compensation up to 6 hours of the temp rate charged for the headcount committed and agreed in the agreement. Full costs shall apply for cancellation of orders after confirmation is received

4. ADDITIONAL CHARGE & REFUND

Any additional charges or shortfall of the service fees (due to cancellation of service by Client or non-fulfillment headcount/s) will be invoiced/refund to Client on the last day of Event in the mode of cash payment or bank transfer.

5. POINT OF CONTACT

Should you have any queries, kindly refer below contact details:

Contact: Ms Jazzlyn Lee
Email: Jazzlyn.lee@gmprecruit.com

Contact: Ms Jennifer Tam
Email: Jennifer.tam@gmprecruit.com

Contact: Mr Ng Wee Keat
Email: weekeat.ng@gmprecruit.com

6. PAYMENT TERMS

The Client shall pay GMP full amount of total billing upon signing of agreement. Any bank charges incurred during the fund transfer will be charged back to Client. Please find below our bank details for your perusal:

Account Name	GMP RECRUITMENT SERVICES (S) PTE LTD
Business Address	1 FINLAYSON GREEN #10-00 ONE FINLAYSON GREEN SINGAPORE 049246
Bank Name	UNITED OVERSEAS BANK LIMITED
Bank Address	252 NORTH BRIDGE ROAD #B1-04/05 RAFFLES CITY SHOPPING CENTRE SINGAPORE 179103
Branch No	494
Bank Code	7375
Branch Name	RAFFLES CITY
Swift Code	UOVBSGSG
Bank Account No	421-300-316-4
Telephone No	6690 1501
Email Address	Finance@gmprecruit.com
Currency	SGD
Company Registration No	199307527D
GST Registration No	M2-0119088-6