



Reliable Labor Services, LLC

546 Main Street, Orwell, VT 05760 ✦ (802) 948-2788 ✦ office@bookendsassociates.com

NEW CLIENT INFORMATION SHEET

LEGAL BUSINESS NAME: _____

DBA: _____

AUTHORIZED SIGNATURE: _____ PREFERRED CONTACT: EMAIL _____ PHONE _____

BUSINESS PHONE: _____ CELL PHONE: _____

EMAIL: _____

CONTACT ADDRESS: _____

Year Business was established _____

Current # of Employees _____

WORKER INFO

NUMBER OF WORKERS REQUESTED: _____ START DATE: _____ END DATE: _____

POSITION NEEDED: _____ NUMBER OF HOURS PER WEEK NEEDED: _____

FEDERAL ID AND INSURANCE

FEIN #: _____ Please send a copy of IRS letter for verification and for the DOL.

INSURANCE AGENT: _____ PHONE: _____

WORKER'S COMP CARRIER: _____ POLICY #: _____

WORKER'S COMP EFFECTIVE DATES: _____

EMPLOYMENT NEED:

PLEASE USE SPACE BELOW FOR ANY OTHER INFO YOU FIND NECESSARY:
