



|   |   |                           |                    |
|---|---|---------------------------|--------------------|
| <b>Company Name:</b>                    |   | <b>Event Name:</b>        |                    |
| <b>Contact Information:</b>             |   | <b>Email address:</b>     |                    |
| <b>Phone Number:</b>                    |   |                           |                    |
| <b>How many staff are you required?</b> |   | <b>Location of event:</b> |                    |
|   |   |                           |                    |
| <b>Number of attendees:</b>             |   |                           |                    |
| <b>Response due date:</b>               |   |                           |                    |
|   |   |                           |                    |
| <b>Job description &amp; Details</b>    |   |                           |                    |
|   |   |                           |                    |
|   |   |                           |                    |
| <b>Email form to</b>                    | Alex@prereg.net   | <b>Email</b>              | Anna@qstaffing.net |
| <b>Office number</b>                    | 678-341-3000 Ask for Alex or Anna                       |                           |                    |
|   | Please attach schedule to provide a quote and proposal. |                           |                    |