HKA
Staffing Services

662 Waukegan Road
Glenview, IL 60025

847/998-9300
Fax 847/729-6941

(To be completed *PRIOR* TO services being rendered)

☐ Original ☐ Revision ☐ Follow – Up

HKA STAFFING SERVICES is an equal opportunity/affirmative action employer. All qualified applicants will be presented without regard to age, race, color, sex, religion, nation origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference, or physical or mental disability.

COMPANY INFORMATION:			
Name of Firm:		Telephone Number( )	
Physical Address	How Long?	City	State IL
Billing Name		City	State IL
Billing Contact	Telephone Number ( )	Fax Number ( )	
Nature of Business		When Established	Number of Employees
Business: ☐ Corporation ☐ Partnership ☐ Sole Proprietorship		Bank Name:	
Branch:		Contact Name:	
Telephone Number ( )		Type and Account Number:	

BUSINESS LICENSE – (PLEASE ATTACH A COPY OF YOUR LICENSE)			
City	County	State Date:	Business License No.
On File Where?	Telephone Number	Name (Print Name)	Title

THREEE BUSINESS CREDIT REFERENCES ARE:			
Company Name:		Contact Name:	
Account Number:		Telephone Number: ( )	
Address		City	State Zip
Company Name:		Contract Name:	
Account Number:		Telephone Number:	
Address:		City	State Zip
Company Name:		Contact Name:	
Account Number		Telephone Number:	
Address:		City	State Zip
Lessor:		Address:	
City:		State:	Zip:

ASSOCIATES AUTHORIZED TO PLACE ORDERS & MAKE EMPLOYMENT OFFERS	
Name:	Title:
Name:	Title:
Name:	Title:

Our terms are Net 10 days. Delinquent accounts are subject to 1.5% per month interest charge, 18% annually.

Acknowledged & Agreed to:

_____ _____

Signature Title

_____ _____

Please Print Name Date