

Please Use HK Agency Letterhead

DATE

NAME OF PHILIPPINE AGENCY REPRESENTATIVE  
NAME OF PHILIPPINE AGENCY  
OFFICE ADDRESS OF PHILIPPINE AGENCY

Dear Mr./Ms. \_\_\_\_\_ :

Please screen, recruit, process and deploy the following:

Number of Workers: 100  
Classification: Domestic Helpers  
Proposed Wages: HK\$4,210.00/month  
Food Allowance: HK\$ 995.00

Terms and Conditions:

1. The Domestic Helper will be working in Hong Kong SAR only.
2. Free airline tickets from Philippines to Hong Kong SAR.
3. Other terms and conditions as provided in the Hong Kong SAR Standard Employment Contract for Foreign Domestic Helpers.

Thank you very much.

Very truly yours,

\_\_\_\_\_  
Signature over printed name of HK agency owner

AGENCY CHOP