

## **About PrimeStaff Management Services Pte Ltd**

Founded in 1994, PrimeStaff has established itself as a premier provider of recruitment and human resource management services. Our mission is to serve as a reliable partner for employers seeking quality staff and to offer candidates in search of better opportunities a greater chance of success. We achieve this through our extensive network, value-added services, and a deep understanding of the industries we serve.

With over two decades of experience in Singapore, we have developed expertise in a wide range of sectors, including technology, finance, healthcare, and engineering. Our services encompass permanent, contract, and temporary staffing solutions, tailored to meet the unique needs of each client and candidate.

Our reach extends beyond Singapore to the Asia Pacific region, where we have built strong relationships with employers and job seekers alike. This regional presence allows us to offer a broader range of opportunities and insights into different markets, enhancing our ability to match the right talent with the right organizations.

At the heart of our success is our esteemed brand, which embodies our values, beliefs, and principles. It serves as a testament to our commitment to excellence, integrity, and innovation in every aspect of our operations. Our dedication to business excellence has been recognized by Enterprise Singapore through our Business Excellence (BE) certification, affirming our status as a leader in the HR consultancy industry.

As we continue to grow and evolve, PrimeStaff remains committed to delivering exceptional service and fostering long-lasting partnerships. Our goal is not only to meet the immediate needs of our clients and candidates but also to contribute to their long-term success and growth.

Website: <https://www.primestaff.com.sg/>

**ORDER FORM A1 - TEMPORARY MANPOWER SERVICES**

**Deadline**  
**24<sup>th</sup> of July**

**Attn:**

**Email (for communication & billing purpose):**

- The appointed official Recruitment Agency is **PrimeStaff Management Services Pte Ltd.**
- The costs are package prices, for working during the exhibition days/hours between 0900 hours to 1800 hours on 28 & 29 August 2024 and inclusive of lunch break one (01) hour and all statutory contribution to temporary staff. Overtime charges will be applicable at the rate of 1.5 rated for work performed in excess of 8 hours per day (Tuesday to Thursday). If work is completed after 2200 hours, transport allowance will be charged at SGD30 per temporary staff. Training/Briefing sessions conducted on Pre-exhibition days (if any) will be charged to client the same rate as per exhibition days at 1.0 rated or 1.5 rated in excess of 8 hours per day.
- The minimum period of engagement is 8 hours per day. A cancellation fee of 8 hours per temporary staff will be chargeable for cancellation received after confirmation of candidates. Any request received 14 days before the start of event will depend on the availability of candidates.
- Temporary staff should not be entrusted with handling cash or valuables. Exhibitors will be responsible for the safety of temporary staff at their booth/s and the organizer will not be responsible for any losses or damages caused by temporary staff.
- Full payment of the total temporary staff recruitment cost to be paid upon Order confirmation. Payment can be made via Cash, Cheque or T/T.
  - Cash Payment can be made directly at PrimeStaff Management Services Pte Ltd  
8 Eu Tong Sen Street, #19-98/99, The Central, Singapore 059818
  - Cheque payment made via crossed cheque and payable to '**PrimeStaff Management Services Pte Ltd**'.
  - T/T Payment to:
 

Bank Account: PrimeStaff Management Services Pte Ltd  
Bank Name: United Oversea Bank Limited  
Bank address: 60 Airport Boulevard, Changi Airport Terminal 2, #B16-17, Singapore 819643  
Bank code: 7375 / Branch Code: 040  
Swift Code: UOVBSGSG  
Account No.: 140-301-0079 (SGD)
- The submission of this Order Form A1 is considered as an official confirmation for the services where billing is applicable. Requests for all categories must be submitted via Order Form A1.
- All required manpower will be escorted to your respective booth by PrimeStaff Management Services Pte Ltd on the reporting day/time.
- Prices quoted are subject to the prevailing Goods & Services Tax (GST) and applicable for all Exhibitors exhibiting in Singapore.

Category	Rate Per Hour (I SGD)	Date From	Date To	No. of staff required
Exhibition Booth Assistant (English speaking)	35			
Interpreter (English / Mandarin)	50 – 450*			
<p>* For basic interpretation (conversational) \$50 per hour. For professional consecutive interpretation (interpreter speaks after main speaker), \$300 per hour. For professional simultaneous interpretation (interpreter and speaker speak at the same time), \$450 per hour. Additional charges for rental of equipment - \$150/transmitter per day and \$50/wireless headset per day.</p> <p><b>Others Instruction:</b></p> <p>Attire/Dress Code:</p> <p><input type="checkbox"/> Formal (with Blazer &amp; Tie)</p> <p><input type="checkbox"/> Semi Formal (Shirt &amp; Pants)</p> <p><input type="checkbox"/> Others, pls specify: _____</p> <p>Any special requirements/qualifications:</p>				

For further enquires on exhibition manpower requirements and order confirmation please email to:

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<b>Exhibiting Company:</b>	
<b>Address:</b>	
<b>Tel. no.:</b>	<b>Email:</b>
<b>Contact name:</b>	<b>Stand no.:</b>