



Temporary Staff Order Form



Event Name: _____ Booth #: _____
 Company: _____ Ordered By: _____
 Address: _____ City/State/Zip: _____
 E-Mail: _____ Phone: _____ Fax: _____

Requested Hours			
Date: _____	From: _____	To: _____	= Total Hours: _____
Date: _____	From: _____	To: _____	= Total Hours: _____
Date: _____	From: _____	To: _____	= Total Hours: _____
Date: _____	From: _____	To: _____	= Total Hours: _____
Date: _____	From: _____	To: _____	= Total Hours: _____
Date: _____	From: _____	To: _____	= Total Hours: _____
Date: _____	From: _____	To: _____	= Total Hours: _____
Date: _____	From: _____	To: _____	= Total Hours: _____
Date: _____	From: _____	To: _____	= Total Hours: _____
Date: _____	From: _____	To: _____	= Total Hours: _____

Security Type	Hours	Advance Rate (9/20)	On Site Rate	Total
Temporary Staff		\$35.00	\$45.00	
Additional Terms: All material & equipment furnished by LSS for this service shall remain the property of LSS & shall be handled by LSS personnel only. Credit will not be given for equipment or personnel ordered and not used.		Sub Total		
		If paying by debit or credit add 3.5%		
		Total Due		

Post Instructions

Please provide a brief description of any details that need to be passed to guard assigned to booth. Please note any items of particular concern.

Payment Information

Payment Authorization & Fees: Your signature on this form authorizes LSS to charge the credit card provided for payment of services ordered on this form. Lincoln Security Services, LLC. offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone. Please note that payments made by these methods will be assessed a convenience fee of 3.5% by our electronic processing company. No part of this convenience fee goes to Lincoln Security Services, LLC.

If paying by check, mail to: Lincoln Security Services, 6735 W Archer Ave., Chicago, IL 60638	E-mail completed form to: aramirez@lincolnsecurityllc.com
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