

Request for Quote (RFQ)

Client Profile

Please complete all of the information below:

Date: _____
Fed ID#: _____
Company: _____
Contact: _____
Phone: _____
Fax: _____
Email: _____
Web Site: _____
Address: _____
City: _____
State: _____
Zip Code: _____

Are you currently using an outside payroll service? _____ Yes _____ No

If yes, who? _____

Annual Payroll\$ _____

Required Documents for Quote

- 1.) Workers Compensation declaration page including rating schedule and annual payroll verification (941/940) by class code, or if with a leasing company, current invoice with codes broken out
 - 2.) Four Years of Loss Runs
 - 3.) Current State Unemployment Rating Page
 - 4.) Gross Sales-previous year and current year
 - 5.) Current Experience Modification Worksheet
 - 6.) Narrative on the insured’s letterhead stating the nature of their business (past, present, and future) in as much depth as possible
 - 7.) Completed General Information Questionnaire
-

Client Acknowledgement

I acknowledge that I am requesting a quote from Southwest Staff Services, exclusively representing AMS Staff Leasing. I further acknowledge that I have not requested a quote from another AMS Staff Leasing broker.

Client Signature _____

Client Name (print) _____

Date _____