



— MECHANICAL CONTRACTORS —

Offer Letter Request Form

Please complete all fields below and send to:
lindsey.peonio@apollomech.com

****A copy of resume must be sent in with offer letter request form****

1. Name: _____
2. Start Date: _____
3. Job Title: _____
4. Job Location/Division: _____
5. Who the person reports to: _____
6. Wage (specify hourly or salary): _____
7. Amount of vacation time being given: _____
8. Signing Bonus? Yes No
 - a. If yes, amount? _____
9. Relocation Assistance? Yes No
 - a. If yes, amount? _____
10. Per Diem? Yes No

*After 12 months of per diem payments become taxable. We follow IRS guidelines.

 - a. If yes, amount? _____



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11. Car Allowance? Yes No

a. If yes, amount? _____

12. Is a company credit card being issued? Yes No

13. Company property being issued? Yes No

Laptop

Cell Phone

Key Fob

Other (Please list)
