

TIMOTHY BOWLES

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L A W O F F I C E S O F  
**TIMOTHY BOWLES**

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**ORDER FORM**

- \_\_\_\_\_ 1. We want the EMPLOYEE HANDBOOK both in hard copy and on disk, at a service charge of \$300.00.
- \_\_\_\_\_ Long form (for 50 employees or more on payroll)
- \_\_\_\_\_ Short form (for less than 50 employees on payroll)
- \_\_\_\_\_ 2. We want the HIRE-TO-FIRE FORMS AND POLICIES both in hardcopy and on disk, at a service charge of \$150.00

Please mail my order to this address:

Your Name: \_\_\_\_\_

Formal Business Name: \_\_\_\_\_

Street: \_\_\_\_\_ Suite #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

County: \_\_\_\_\_ Email Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Is your business incorporated? \_\_\_\_\_

How many employees does your company have? \_\_\_\_\_

What word processing program do you use? \_\_\_\_\_

**My check for \_\_\_\_\_ is enclosed.** *(Please make checks payable to Law Offices of Timothy Bowles)*

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

*Note: Since this is a legal service, additional information to determine possible conflicts of interest with our existing or past clients is required prior to processing your order. Please use attached form*