



Prospect Outsourcing Sdn Bhd
 A-32-2, Menara UOA Bangsar,
 No. 5 Jalan Bangsar Utama 1,
 59000, Kuala Lumpur.
Tel : +603 2287 3882
Fax : +603 2287 3887
Email : exhibitions@myprospect.net

ORDER CONFIRMATION FORM

We wish to confirm your staffing requirement(s) as stated below for the following:

Company Name : _____
Country : _____
Exhibition Name : _____
Exhibition Venue : _____

Category	Per Day Rate (MYR)	Number of Staff	Start Date	End Date	Total Billing (MYR)
Booth Helper/Crew	280				
Booth Attendant	360				
Exhibition Hostess <i>(Min. experience)</i>	420				
Exhibition Hostess <i>(Experienced)</i>	480				
Exhibition Hostess <i>(Semi-Models)</i>	680				
Exhibition Hostess <i>(Models)</i>	As per request				
Total Amount Payable is subject to 8% Sales & Service Tax (SST)					

Interpreter

Category	Years of experience	Per Day Rate (MYR)	Number of Staff	Start Date	End Date	Total Billing (MYR)
Casual Consecutive Interpreter (1 language)	1-2 years	1500				
Professional Consecutive Interpreter (1 language)	2-4 years	2500				
	Above 5 years	3500				
Additional work hour (from the 8 hours) subject to be charge based on per hour						
Total Amount Payable is subject to 8% Sales & Service Tax (SST)						



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CLIENT DETAILS:

Name	:		Designation	:	
Company	:		Booth No	:	
Address	:				
Tel No	:		Mobile No	:	
Fax No	:		Email Address	:	

POINT OF CONTACT DURING EXHIBITION:

Name	:		Contact Number International	:	
Email Address	:		Contact Number Malaysia	:	

ANY SPECIFIC INSTRUCTIONS, PLEASE SPECIFY:

TERMS & CONDITIONS:

1. All assigned staff will be proficient in English, Bahasa Malaysia and/or in a Chinese dialect (Chinese dialect only if required by exhibitor and requested in the order form)
2. Exhibitors are solely responsible for their own valuables.
3. Prospect Outsourcing Sdn Bhd will not be responsible or liable for any loss of goods, cash, materials or damage incurred by a exhibitor(s) prior, during and after an exhibition.
4. Exhibitor(s) will be responsible for the overall health & safety of the assigned staff whilst at their booth(s).
5. In the event of any cancellation of an order after confirmation, there is a minimum one (1) day rate charged to the exhibitor as administrative and cancellation fee.
6. Any overtime work done in excess of eight (8) hours, an hourly rate will be charged accordingly.
7. The per day rate is equivalent to 8 working hours excluding a standard meal break.
8. Payment must be received by Prospect Outsourcing 14 days prior to the start of the show based on the receipt of E- Invoice from Prospect Outsourcing. Payment instructions will be provided to the exhibitor.
9. Payment must be made in full via TT prior to the exhibition for all foreign exhibitors upon confirmation of order. Exhibitors can request to pay in US Dollar (USD) or in Ringgit Malaysia (RM). For the US dollar, the exchange rate will be quoted based on the daily exchange rate.
10. For all payments made by Telegraphic Transfer, the exhibitor will bear all remittance charges.
11. If there is a short fall during the Telegraphic Transfer by the exhibitor, Prospect Outsourcing Sdn Bhd reserves the right to collect the difference from the exhibitor at the exhibition site in cash (Malaysian Ringgit).
12. As for local exhibitors, payment must be made via online bank transaction and required to share the receipt or proof of payment accordingly.
13. All Invoices are subjected to prevailing Sales & Service Tax (SST) in accordance with the Malaysian tax laws.
14. Kindly email your order confirmation to exhibitions@myprospect.net or zetty@myprospect.net.



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EXHIBITION STAFF – Category Description

Kindly find the details for the description by category as below:

Category	Description
Booth Helper/Crews RM 280.00 per person per day	High school leavers who are looking to explore temporary work for the first time. Individuals with minimal ability to communicate professionally however are able to execute given tasks. The tasks vary based on requirements such as handling the registration, attracting a crowd, booth setup, sampling, survey and others.
Booth Attendant RM 360.00 per person per day	Vibrant young individuals who are usually high school leavers or college students. They are presentable and able to communicate well. Main tasks are to welcome visitors, distribute flyers/ brochures and collect name cards effectively. They have limited working experience.
Exhibition Hostess RM 420.00 per person per day	Confident individuals with basic working experience (1 -2 years). They may have experience in roadshows as a promoter or an event crew member. Possess pleasant personality and can converse well with visitors.
Exhibition Hostess (Experienced) RM 480.00 per person per day	Confident and experienced individuals (past working experience reflected in profiles) participated in various Events, Exhibitions and Roadshows. Able to interact with visitors, has strong communication skills, well-groomed with a vibrant personality. Flexible with tasks & duties assigned.
Semi-Models RM 680.00 per person per day	Attractive and confident individuals who have participated in high profile events, TV Commercials and Professional Photoshoots. They are well versed in their roles, flexible with tasks assigned, excellent interaction and communication skills. Some are able to provide their professional portfolios, which include professional photographs.
Consecutive Interpreter (1 language)	<p>Consecutive Interpreter : The interpreter talks after the speaker pauses, giving the interpreter time to process and translate from the first language to the second.</p> <p>Casual : No necessary to have any certification in language proficiency however possess the ability to speak and understand the language and be able to translate.</p> <p>Professional : Professional certified with experience especially in business meetings, large local and international conferences, trade fairs and equivalent.</p>

The above description is based on a typical category. However, we pre-screen applicants and the profiles will be furnished for the client's consideration and short listing. Photograph will be attached to the profile with a physical description and summary of experience (if any). Confirmation of the selected applicant will be subject to both parties' agreement and availability on a first come first serve basis.

For further details and enquiries do not hesitate to contact our consultants. Kindly refer as per below:

Consultant	Contact No.	Email Address
Zetty Zakaria	+6011-1223 1618	zetty@myprospect.net
Syamimi Zakaria	+60 12-268 0182	exhibitions@myprospect.net



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ACKNOWLEDGEMENT & CONFIRMATION

Authorized Signatory

Company Stamp

Name & Designation

Date

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