

O.C. NANNIES, INC
NEWPORT DOMESTIC AGENCY
 1303 Avocado Suite 190
 Newport Beach, CA 92660
(949) 721-0878 Fax: (949) 258-5110
support@ocnannies.com

SERVICE ORDER CONFIRMATION

Name:	E-Mail
Address:	City:
Telephone:	Cell:
Work Phone:	Fax:
Mother's title:	Father's title:

[Please help us to serve you best by filling in the information.](#)

<i>Nanny only</i> <input type="checkbox"/> <i>Nanny/Light Housekeeper</i> <input type="checkbox"/>	<i>Mother's helper</i> <input type="checkbox"/> <i>Caregiver/Companion</i> <input type="checkbox"/>
<i>Housekeeper</i> <input type="checkbox"/> <i>Personal Assistant</i> <input type="checkbox"/>	<i>Chauffeur</i> <input type="checkbox"/> <i>House-Manager</i> <input type="checkbox"/>
<i>Couple</i> <input type="checkbox"/> <i>Chef</i> <input type="checkbox"/> <i>Cook</i> <input type="checkbox"/>	<i>Live in</i> <input type="checkbox"/> <i>Live Out</i> <input type="checkbox"/> <i>Part Time</i> <input type="checkbox"/> <i>Full Time</i> <input type="checkbox"/>
Hiring date:	How did you hear about us:
Days needed: Mon. <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/>	Hours needed:
Size of the house: _____ stories(1, 2or 3):	Iron <input type="checkbox"/> Laundry <input type="checkbox"/> Any Pets:
Number of children or adults:	Age of boys or girls:
Do you require the candidate to drive her/his own car:	Or will you be providing a car?
Any Special Needs child(ren):	If yes, describe:
Weekly salary offered: _____ Cash <input type="checkbox"/> Payroll <input type="checkbox"/> 10-99 <input type="checkbox"/> Other <input type="checkbox"/>	
Do you offer Major Holidays paid off: Vacations:	Any other benefits:

Dear client, we will arrange for you to meet with several candidates either at our office or your residence/business. Once you meet the candidates, salary negotiations may be handled either directly with the candidate or through Newport Domestic Agency. Interviews of candidates through Newport Domestic Agency are free. Client/Employer agrees to pay Newport Domestic Agency (Referred to as "Agency") 100% of one month's gross salary for candidate/employee placed (Weekly Salary X 52 Weeks/12 Months) with 180 days guarantee upon selecting and hiring a candidate from the Agency. Your order will be processed in the most efficient and speedy manner upon the receipt of this Service Order Confirmation. To expedite matters, please sign the document and email or efax to (949) 258-5110. The Finders Fee applies *only* if client hires one of Newport Domestic candidates. When you refer any of our candidates to another party, you will be personally responsible for the finder's fee. If you do not wish to be responsible for the finder's fee, you must refer the potential client to contact our agency directly.

Client Agrees:

Once I have selected one of the candidates for hire, I will advise the Agency immediately, and arrange to come in and take care of the necessary paperwork and pay the Finder's fee. I understand the candidate/employee can not start before all paperwork has been completed and the Finder's fee is paid.

Signature – Client Hiring the Agency

Today's Date

Thank you for your interest in Newport Domestic, we are looking forward to fulfilling your needs.
The Management.