

"GUIDE ONLY"

(Letterhead of the Principal)

(Date)

(Agency Representative)
(Designation)
(Agency Name)
(Address)

Subject: **CREW ORDER REQUEST**

Dear _____,

Our company (Name of Principal) is in need of (at least 50) Filipino seafarers to be deployed on board our various vessels, as follows:

1. VESSEL NAME
VESSEL PARTICULARS:
Ex-name of vessel
Vessel Type
Port of Registry
Year Built
Class
GRT
NRT
DWT
CREW COMPLEMENT

| Position | Number Needed | Basic Salary (US\$) |
|--|---------------|---------------------|
| Officers Ratings (enumerate positions) | | |
| | TOTAL: | |

2. VESSEL NAME
VESSEL PARTICULARS:
(Same as above)

Please supply us the needed manpower as soon as possible. Thank you.

Very truly yours,

(Principal Representative)
(Designation)
(Principal Name)