

**Placing An Order – 3 Options**

* Email the entire Entech recruiting group at recruitinggroup@teamentech.com
* Call Entech’s main line at ( 248) 528-1444 or Christine Shea direct at

(248) 743-1428.

* Visit our website at [www.entechstaffingsolutions.com](http://www.entechstaffingsolutions.com) and select the “place an order” button on the front page under Employers → Staffing Solutions. The entire recruiting group will be emailed the information input to begin the process.

IMPORTANT:

Departments will receive invoices on a weekly basis. These invoices will include a copy of the approved time card for the individual. The invoices can be paid directly utilizing a payment voucher. No separate purchase order is required.