

## Payroll Service – Request for Quotation

**Fax this form to (440) 884-7500**

Please allow 1-2 business days for response. For questions, call (440) 842-1231

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Company: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

Pay Cycle:

Weekly     Bi-weekly     Semi-monthly     Monthly     Irregular

Number of days from close of payroll to pay day: \_\_\_\_\_

Do employees travel/work in different cities? (e.g. Contractors, Traveling Sales, etc.)     YES     NO

### Special Deductions

401(k) \_\_\_\_\_ Cafeteria Plan \_\_\_\_\_ Health \_\_\_\_\_ Other \_\_\_\_\_

Do you currently have a payroll service?     YES     NO

If yes, who? \_\_\_\_\_ Cost per Check: \_\_\_\_\_

What is provided? \_\_\_\_\_