



Manpower Transfer Form

If transferring an employee this form must be received at the office no later than 2:30pm the day before the transfer of the employee.

Date: _____

- Employee Name: _____

Transfer From

- Job Site Name: _____ Job Number: _____

- Job Site Address: _____

Transfer to

- Job Site Name: _____ Job Number: _____

- Job Site Address: _____

- Report to: _____

- Foreman: _____

- Foreman's Phone Number: _____

- Reporting Date: _____

- Starting Time: _____

- Anticipated Duration: (Weeks) _____

The anticipated duration should be your best estimate of the duration of work.

Manpower Class and Quantity

- Manpower Class 1:

- Class 1 Quantity?

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NV LC # 0079879



- Manpower Class 2:

- Class 2 Quantity?

- Manpower Class 3:

- Class 3 Quantity?

- Specialties/Special Conditions:

- Comments:

Submitted By: _____

Date: _____

Reviewed By: _____

Date: _____

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