



# KAY RESOURCES, INC.

Security & Traffic Control Staffing, Planning and Management

*"THE LAST THING ON YOUR MIND IS THE FIRST THING ON OURS"*

## SPECIAL SECURITY ORDER FORM

Please use this form to order a security detail specifically assigned to your booth space

CONFERENCE/ TRADE SHOW NAME: \_\_\_\_\_

YOUR COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

ACCOUNTS PAYABLE PHONE & EMAIL: \_\_\_\_\_

DATES & TIMES OF REQUESTED COVERAGE:

DAY 1: DATE \_\_\_\_\_ START \_\_\_\_\_ END \_\_\_\_\_ DAY 4: DATE \_\_\_\_\_ START \_\_\_\_\_ END \_\_\_\_\_

DAY 2: DATE \_\_\_\_\_ START \_\_\_\_\_ END \_\_\_\_\_ DAY 5: DATE \_\_\_\_\_ START \_\_\_\_\_ END \_\_\_\_\_

DAY 3: DATE \_\_\_\_\_ START \_\_\_\_\_ END \_\_\_\_\_ DAY 6: DATE \_\_\_\_\_ START \_\_\_\_\_ END \_\_\_\_\_

COMPANY CONTACTS: 1. NAME: \_\_\_\_\_ CELL #: \_\_\_\_\_  
(ON SITE)

2. NAME: \_\_\_\_\_ CELL #: \_\_\_\_\_

EXACT LOCATION & DUTIES / SPECIAL ATTENTION REQUESTED: \_\_\_\_\_

**PAY RATES: (SELECT YOUR STAFFING TYPE):**  POLICE OFFICER: \$98.44 PER HOUR  SECURITY GUARD: \$39.69 PER HOUR

**ALL SHIFTS MUST BE SCHEDULED FOR A 4 HOUR MINIMUM; SALES TAX OF 8.25% WILL BE ADDED TO ALL AMOUNTS**

**PAYMENT METHOD (NOTE THAT PERSONAL CHECKS ARE NOT ACCEPTED):**  COMPANY CHECK  DIRECT DEPOSIT

ELECTRONIC WIRE (\$15.00 ADDED FEE)  CREDIT CARD (NOTE: A 3.5% CONVENIENCE FEE WILL BE ADDED)

*ALL PAYMENTS ARE DUE 7 DAYS BEFORE THE FIRST DAY OF YOUR COVERAGE. YOU WILL RECEIVE AN INVOICE AFTER YOUR REQUEST IS RECEIVED IN OUR OFFICE.*

SIGNATURE (REQUIRED): \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

*MY SIGNATURE ABOVE CONFIRMS I AM THE PARTY RESPONSIBLE FOR PAYMENT OF ALL SERVICES.*

**PLEASE USE THE REVERSE SIDE OF THIS FORM TO LIST ANY ADDITIONAL DETAILS**

**THIS FORM MAY BE EMAILED TO: [DANNY@KAYRESOURCES.COM](mailto:DANNY@KAYRESOURCES.COM).**

**PLEASE CONTACT US IF YOU HAVE ANY QUESTIONS.**

2210 Karankawa Trail Katy, Texas, U.S.A 77493 (281) 989-7740

[www.kayresources.com](http://www.kayresources.com)

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