Contract Lab and QC Staffing Request Form Template

By Dave Manchester, Scientific Recruiting, KORE1. As of October 2026.

■ Decides the first resume
☐ Sharpens the search

1. The seat Who is this person in the words your own team uses?	
☐ **Seat title and level** Example. QC Analyst II, stability	
☐ **Site and lab area** Example. Irvine, QC stability lab	
☐ **Who approves the resume** Example. QC manager, plus one senior analyst	

2. The bench What will they run, on which instrument, in which sample?	
■ **Methods and instruments** Example. HPLC with Empower, dissolution, Karl Fischer	
☐ **Sample matrix** Example. Finished tablets and stability pulls	

Methods requested. Mark one box per method and replace any method you do not need.

	HPLC	UPLC	LC-MS	GC	Dissolution	Karl Fischer	UV-Vis	FTIR	TOC	Micro plating
Runs it alone on day one										
Can learn it here										
Not on this bench										

3. The rules Which rulebook applies and what must happen before bench work?	
■ **GMP or GLP** Example. GMP, commercial release testing	
■ **Gowning** Example. ISO 7 gowning, qualified on site before area entry	
☐ **Training before bench work** Example. SOPs read and trainer named before the first sample	

4. The schedule When do they work, when do they start and how long does it last?	
■ **Shift** Example. Second shift, Tuesday to Saturday	
■ **Start date** Example. First Monday next month, gowning slot booked	
☐ **Duration** Example. 193 days, the KORE1 lab and QC median	

5. The deal What kind of seat is it and what does the budget look like?	
☐ **Contract or contract-to-hire** Example. Contract-to-hire, review at 1,040 hours	
☐ **Budget reference** Example. $33 to $56 an hour, median $40	

Reference values. KORE1 lab and QC contract placements, n=54, 2019 to 2026. Median assignment 193 days. Hourly bill $33 / $40 / $56 (25th percentile, median, 75th). At 40 hours a week, 3 months is $17,160 / $20,800 / $29,120 and 6 months is $34,320 / $41,600 / $58,240. A reference, not a quote.

Contract or contract-to-hire. A KORE1 contractor can convert at no fee after 1,040 hours, which is 26 weeks at 40 hours a week.

Filled it in? Send it to me and I will start the search. kore1.com/staffing-solutions-contact/