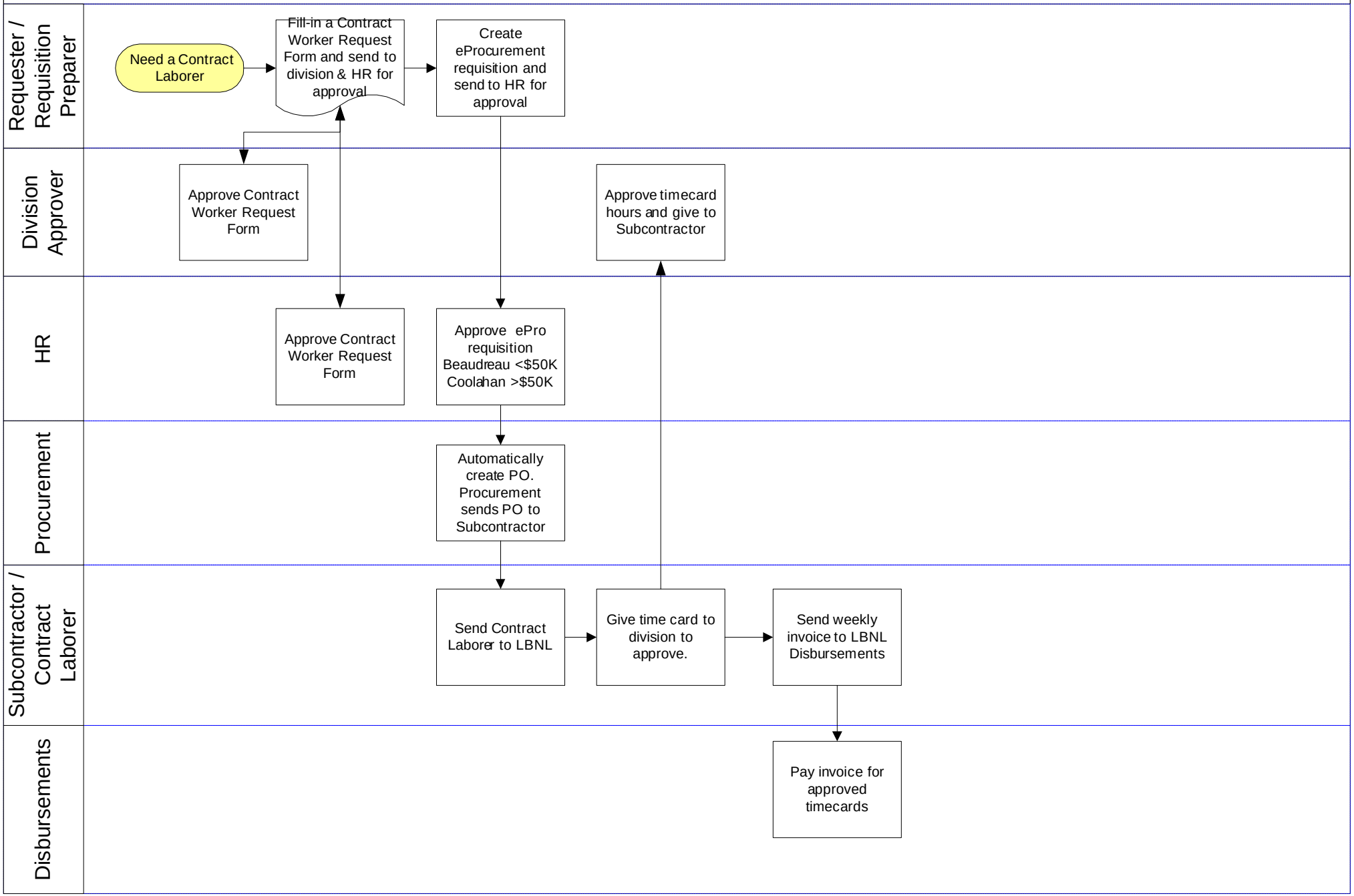Contact Labor Requisition Process