

 3939 Belt Line Rd Suite 500
Addison, TX 75001

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 Frontdesk@asapdo.com

**ALL TIMESHEETS DUE MONDAY 11AM WEEKLY. MUST BE SIGNED!
(NO EXCEPTIONS)**

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|---|
| PROPERTY NAME |
| MANAGEMENT COMPANY |
| STREET ADDRESS |
| CITY STATE ZIP |
| EMPLOYEE NAME (PRINT) |
| EMPLOYEE SIGNATURE |
| LAST 4 (SSN) |
| <ol style="list-style-type: none"> 1. Please fill out all text boxes. E-sign is considered a valid authorization. 2. Use a separate time record for each week; each client. 3. Client signature must be an Authorized representative of Client's company 4. Pay Downgrade Policy: If you do not complete an assignment without a proper notice your pay will be downgraded to minimum wage. |

Week Ending - (SUN) _____

| DATE | DAY | TIME STARTED | TIME FINISHED | LESS LUNCH (MINUTES) | TOTAL HRS WORKED |
|------|------|--------------|---------------|----------------------|------------------|
| | MON | | | | |
| | TUES | | | | |
| | WED | | | | |
| | THU | | | | |
| | FRI | | | | |
| | SAT | | | | |
| | SUN | | | | |

TOTAL HOURS: _____

HOURS SHOULD--BE ROUNDED TO 15 MINUTE INTERVALS
IMPORTANT FOR CLIENT: (1) Any hours over 40 hours will be charged at time and a half Rates. (2) Client will be billed a minimum of four (4) hours per assignment (3) by Execution of this Timesheet, Client certifies that hours shown are correct, work Was performed satisfactorily, and that Client agrees to the terms and conditions of the Client Agreement. PLEASE DRAW AND/OR "X" OUT ANY UNUSED SPACES ABOVE.

Total number of OT hours
(if none, enter 0)

Is overtime approved? YES NO N/A

| | |
|---|--|
| Authorized Manager/ Supervisor PRINTED NAME & TITLE | |
| Authorized Manager/ Supervisor E-SIGNATURE (E-sign is considered a valid signature.) | |
| P.O. Number | |

Client does hereby agree, acknowledge and/or certify as follows:(1) ASAP Personnel Inc. ("Consultants") has spent a substantial amount of time & expense recruiting, interviewing & screening plus all administrative/marketing costs in connection with the placement of the temporary Employee named on this document. Client hereby agrees to pay consultants the hourly/weekly rate specified by Consultants to Client, prior to the placement of Consultant's Employees with Client. Such rates are subject to change upon(30)days' notice by Consultants to Client.(2) In the event Client desires to hire the employee on a permanent Basis, Client agrees to notify Consultants of that intent, and Client agrees to pay the Consultants the applicable fee for direct employment to be billed by Consultants to Client; In account of the services provided by the Consultants the client agrees that for the next 12 months the client is not to use the services of the Consultants employee in any other way than as a temporary employee of the Consultant. The client can permanently employ the Consultants employee upon the following: a)the temporary employees employment in the property for more than 160 hours or b)a placement fee (3) The job rate specifications of Consultants shall be a part of this Contract and are incorporated herein by reference (4) Client does hereby certify that the hours reported on the timesheet are correct and that the work performed is satisfactory, & invoices are due and payable (5) Client agrees that Consultants reserve the exclusive right to set wages and/or fringe benefits(if any)for its employees and Consultants assume full responsibility for the payment of compensation, withholding and payment of all required payroll taxes, and compliance with applicable Worker's Compensation Laws, except where such obligations are specifically imposed by law or this Agreement on Client (6) Client agrees to comply with all applicable federal, state, and local workplace, health, and safety laws with respect to the workplace. Client shall provide a safe workplace, required OSHA, State, Federal laws, notices and training, and all necessary safety equipment and protective gear. Client assumes responsibility for penalties resulting from violations of applicable safety laws at its worksite.Background checks are conducted for temporary personnel, with reporting limited to a seven-year lookback period under the Fair Credit Reporting Act and applicable Texas law unless otherwise requested in writing at the time of requesting personnel.