

2301 E Lamar Blvd Suite 220  
Arlington, TX 76006

(972)791-8185 (972)791-8185

backoffice@asapdo.com

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

PROPERTY NAME
MANAGEMENT COMPANY
STREET ADDRESS
CITY STATE ZIP
EMPLOYEE NAME (PRINT)
EMPLOYEE SIGNATURE
LAST 4 (SSN)
<p>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.</p>

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 <b>PRINTED NAME &amp; TITLE</b>	
Authorized Manager/ Supervisor <b>E-SIGNATURE</b> (E-sign is considered a valid signature.)	
<b>P.O. Number</b>	

**Client Agreement & Certification**

Client hereby agrees, acknowledges, and certifies as follows:

- ASAP Personnel Inc. ("Consultants") has incurred substantial time and expense recruiting, interviewing, screening, and administering placement of the temporary employee named herein. Client agrees to pay the hourly or weekly rate quoted prior to placement. Rates may change upon thirty (30) days' written notice.
- If Client wishes to hire the employee permanently, Client must notify Consultants and pay the applicable placement fee. For twelve (12) months following placement, Client shall not employ or utilize the employee in any capacity other than as a temporary employee through Consultants unless: (a) the employee has worked more than 160 hours at the property, or (b) the applicable placement fee is paid.
- Consultants' job rate specifications are incorporated into and made part of this Agreement.
- Client certifies that reported timesheet hours are accurate, work performed is satisfactory, and invoices are due and payable.
- Consultants retain the exclusive right to set wages and fringe benefits (if any) and assume responsibility for compensation, payroll tax withholding and payment, and compliance with Workers' Compensation laws, except where such obligations are legally imposed on Client.
- Client agrees to comply with all applicable federal, state, and local workplace, health, and safety laws. Client shall provide a safe workplace, required OSHA 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.
- Client shall comply with all federal and state civil rights and employment laws and shall not assign Consultants' employees to any unlawful activity.
- Client agrees to follow Consultants' policies and procedures as amended from time to time.
- Client shall provide information regarding services performed by Consultants' employees as requested.
- Client shall defend, indemnify, and hold harmless Consultants, its officers, employees, and agents from all claims, liabilities, and damages arising from Client's actions or failure to act.
- Client acknowledges:
  - Consultants' employees shall not be entrusted with cash, keys, or valuables; if entrusted, Client assumes full responsibility. Employees may not operate machinery, motor vehicles, or perform rooftop A/C work without prior consultants' written approval.
  - Consultants' insurance does not cover loss or damage involving Client-owned or leased vehicles operated by Consultants' employees.
  - Claims must be reported in writing within seven (7) days of occurrence.
- Invoices are due within thirty (30) days. Past-due amounts shall accrue interest at the maximum rate permitted by law.
- If Client requires use of a vendor portal for invoicing, compliance, or payment processing, any associated fees incurred by Consultants shall be charged to Client as administrative fees.
- A minimum of four (4) hours per assignment will be billed unless Client cancels at least two (2) hours prior to the scheduled start time by calling 972-432-6667.
- Hours are rounded to the nearest fifteen (15) minutes. Hours exceeding forty (40) in a workweek are billed at one and one-half (1.5x) times the regular hourly rate.
- 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.