



11230 WEST AVE. • STE 1209 • SAN ANTONIO, TX 78213
 TELE: 210.341.8355 • FAX: 210.341.2802
 www.apartmentsolutionsinc.com

Community Name	
Address	
Week Ending Date	Are You Returning To This Assignment YES <input type="checkbox"/> NO <input type="checkbox"/>

EMPLOYMENT AGREEMENT: I hereby certify that the hours shown hereon were worked by me during the week ending and were certified by an authorized representative of the Customer. I understand that I am to contact the Apartment Solutions, Inc. office after completing this assignment to discuss another assignment. I understand and acknowledge that if I fail to do so, Apartment Solutions, Inc. may assume that I have voluntarily quit without good cause associated with work and that such a voluntary quit may result in my being denied unemployment benefits. I understand it is solely my responsibility to verify. Apartment Solutions, Inc. has received an authorized copy of each week's time.

Employee Name	Employee Signature
Assignment Position	

FOUR (4) HOUR PER DAY MINIMUM						
Day	Date	Time Started	Time Finished	Lunch Period	Total Hours	Client Initial Daily
Hours To Be Shown To Nearest Quarter Hour				Total Time		

CLIENT AGREEMENT: By execution of this form Client certifies that the employee's hours shown on this time sheet are correct and that the work was done satisfactorily. Hours in excess of forty (40) hours per week, or eight (8) hours per day will be billed at time and one-half. Client agrees to the Terms of Service on the reverse side of this form.

This Area To Be Completed By Client.	Hours	Minutes
	Temp Position Performed	
Authorized Client Signature	Authorized Client Name (Please Print)	

WHITE: HOME OFFICE YELLOW: EMPLOYEE

TERMS OF SERVICE

1. CLIENT agrees that Apartment Solutions, Inc. obligation to CLIENT is limited to assigning employees (Assigned Employees) with certain skills and abilities and, with regard to such employees, to maintain personnel and payroll records; calculate and pay wages; withhold and remit payroll taxes and other government-mandated charges; hire, assign, reassign, counsel, discipline and discharge; and handle work-related claims and complaints.
2. CLIENT's signature on the timesheet certifies that the hours are correct, that the work was performed to CLIENT's satisfaction and authorizes Apartment Solutions, Inc. to bill CLIENT for such hours. CLIENT agrees that, in the event an Assigned Employee works for CLIENT more than forty (40) hours in any workweek, CLIENT will pay an increase in the bill rate to reflect such additional compensation plus applicable markup.
3. CLIENT agrees to pay Net Upon Receipt of invoice to Apartment Solutions, Inc., 11230 West Ave., Suite 1209, San Antonio, Texas 78213 and to pay late charges on any unpaid balances after 30 days from the date of receipt at the rate of 1 1/2% per month (Annual Percentage Rate of 18%) or the maximum legal rate, whichever is higher. CLIENT agrees to pay the late charges together with reasonable attorney's fees for cost of collection.
4. CLIENT agrees that it will not entrust Assigned Employees with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables without the express written permission of Apartment Solutions, Inc. and then only under Apartment Solutions, Inc.'s direct supervision and control, and that it will not request or permit any Assigned Employee to use any vehicle, regardless of ownership, in connection with the performance of services for CLIENT.
5. CLIENT agrees not to directly or indirectly cause or permit any Assigned Employee assigned to CLIENT by Apartment Solutions, Inc. to transfer to another entity's payroll, or to perform services for CLIENT while on the payroll of any person or firm other than Apartment Solutions, Inc. during the term of the Assigned employee's assignment to CLIENT and for 180 days after such assignment ends. If CLIENT violates this paragraph, then CLIENT shall pay to Apartment Solutions, Inc., 11230 West Ave., Suite 1209, San Antonio, Texas 78213 a fee in the amount of 10% annualized compensation or a placement fee as stated in the current rate schedule of Apartment Solutions, Inc.
6. If CLIENT hires directly on to its own payroll, or engages as an independent contractor, an Assigned Employee after the Assigned Employee has worked at CLIENT's facility for at least 180 days in any calendar year, Apartment Solutions, Inc. shall waive any placement fee, conversion fee, or liquidated damages, provided that CLIENT has paid to Apartment Solutions, Inc. all invoiced amounts for such Assigned Employee. In the event that CLIENT hires or engages as an independent contractor any Assigned Employee prior to such 180 day period, CLIENT shall pay to Apartment Solutions, Inc., 11230 West Ave., Suite 1209, San Antonio, Texas 78213 an amount equal to what CLIENT would have paid Apartment Solutions, Inc. had such Assigned Employee worked at CLIENT through Apartment Solutions, Inc. for 180 business days at Apartment Solutions, Inc.'s the current rates.