

**AAA APARTMENT STAFFING THIS IS AN ORIGINAL TIMESHEET FOR MANAGER / ACCOUNTS RECEIVABLE
11511 Katy Freeway, Suite 130 Houston, TX 77079**

Apartment Community	Week Ending Sunday
Employee Name	Position
Management Co.	Continue This Assignment? <input type="checkbox"/>
Phone	Fax


HOURS TO THE NEAREST QUARTER HOUR								
Day	Date	Started	Finished	(Lunch)	Reg. Hours	Overtime Hours		
Mon								
Tue								
Wed								
Thu								
Fri								
Sat								
Sun								
Client					Regular		Overtime	
Write Total Hours Worked (In Words) Here					Hrs	Min	Hrs	Min
TOTAL HOURS TO NEAREST QUARTER HOUR. MINIMUM EIGHT (8) HOURS PER EMPLOYEE PER DAY. TIME AND ONE-HALF.					Total Hours			

EMPLOYEE AGREEMENT:
I certify that I worked the hours shown on this time sheet on the days indicated and that this time sheet has been certified by a person that I believe is an authorized agent of the client. I understand I must call the local office between 8:00 am - 5:00 pm to report my availability for further assignment within 24 hours of completing my assignment. I understand if I fail to do this I may not be eligible for unemployment benefits. I acknowledge that notices pertaining to my availability for employment are posted at the AAA Staffing office.

EMPLOYEE SIGNATURE (Write Legibly) X	Please Have My Check Mailed <input type="checkbox"/>
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CLIENT AGREEMENT: I agree and certify that I am authorized to sign time sheets. I am an authorized agent of the Management Company shown above and of the owner(s) of this property. Furthermore, I agree that the Management Company shown above and the owner(s) of this property are jointly and severally liable for all charges associated with this agreement. The Management Company and/or owner(s) of this property shall fully compensate AAA for monies owed pursuant to the terms of this agreement. I certify that any services performed under this agreement are subject to lien if not paid within 90 days. I will certify that AAA's temporary employee's hours shown on time sheets are correct and that the work was performed to the standards expected at this property. I understand that any hours worked on this property by AAA temporary employees in excess of 40 hours/week will be billed to this property at 1.5 times the regular hourly rate. Execution of this agreement by said client representative constitutes an agreement by the management company and owner of the Apartment complex to all the terms and provisions stated on this document.

AUTHORIZED CLIENT SIGNATURE (Write Legibly) X	TITLE
AUTHORIZED CLIENT NAME (Please Print)	Amt \$ P.O. #



AAA Apartment Staffing

OFFICE	FAX	PHONE
ATLANTA	404.250.3588	404.250.6273
DALLAS	214.800.2815	214.800.3460
FT LAUDERDALE	954.958-0336	954.958.0335
FT WORTH	888.571.6237	817.419.3460
HOUSTON	281-584-9680	281-584-0830
JACKSONVILLE	904-332-0770	904-332-0606
MIAMI	305.621.9424	305.621.9423
ORLANDO	407.926.0221	407.355.9805
PHOENIX	602-840-0293	602.840.0258
ST. PETERSBURG	727.895.1477	727.821.5522
TAMPA	813.283.0073	813.283.0072
TUCSON	520.519.3018	520.519.3000
W. PALM BEACH	561.686.7479	561.686.7510

**TOLL FREE FAX 1-877-464-1866
TOLL FREE PHONE 1-877-866-0830**

- TERMS**
- 1) AAA Staffing, Ltd. invoices are DUE WITHIN 45 DAYS OF INVOICE DATE. This property and the current management company are responsible for the timely processing and payment of all invoices. An automatic charge of 0.05% PER DAY of the total amount of the invoice will be added to all invoices over 45 days old. This property and management company will also be liable for ALL COLLECTION COSTS INCLUDING LEGAL FEES, IF APPLICABLE associated with collection of unpaid balances.
 - 2) For 90 days after the last day for which hours are reported on this form, client shall not use the services of the above- named AAA Staffing, Ltd. Employee except as a temporary employee assigned by AAA Staffing, Ltd. This includes the following cases: employing the person directly; entering into any independent contractor, agency, facility staffing, or consulting relationship involving the person's services; arranging, suggesting, endorsing, facilitating or acquiescing in the person's employment or recruitment by and organization other than AAA Staffing, Ltd., whether or not the person is later assigned to client.
 - 3) Client accepts full responsibility for all claims and costs associated with acts or omissions of AAA Staffing, Ltd. employees arising from Clients nonobservance of section 1.
 - 4) Client will not allow AAA Staffing, Ltd. employees to operate motor vehicles or machinery without AAA Staffing's prior written permission.
 - 5) Clients will not entrust AAA Staffing, Ltd. employees with unattended premises, cash, negotiables or other valuables without AAA Staffing's prior written permission.
 - 6) Until this form is modified, these terms govern future temporary assignments and temporary assignments already formed.
 - 7) If any dispute arises between the parties to this agreement with AAA Staffing, Ltd. then the proper venue and jurisdiction for said dispute shall be within a court of Harris County, Texas.