Texas Apartment Services

Fax: (817) 268-7071 or (817) 268-7077

FAX NO LATER THAN 10:00 am MONDAY

Property Name _____

Street Address _____

City _____ **County** _____

Zip **MGMT**

Employee Name: _____

SS Number: **** ** _____

Employee Signature: _____

Week Ending
Sunday

Day	Date	Start	Finish	Lunch	Hours	QTR. HR.
Mon						
Tues						
Wed						
Thurs						
Fri						
Sat						
Sun						
TOTAL HOURS TO NEAREST QUARTER HOUR						**0**

AUTHORIZED SIGNATURE

X_____

TITLE

OVERTIME SIGNATURE

TOTAL HOURS

P.O. # _____

INVOICE # _____

Client

*TAS has incurred a substantial expense in recruiting, interviewing, screening & marking. Client agrees that utilizing said personnel either as it's employee or thru another staffing service within 160 days after the date of timecard, will result in the TAS billing rate schedule.

*Client shall not in trust personnel with cash, Client has full responsibility if placing personnel in charge of negotiable, valuables, machinery, motor vehicles, key(s) or cash. TAS shall not be liable for any unlawful actions, injuries, or harm caused by said personnel.

*Client shall indemnify and save TAS harmless from all claims and demands arising out of the Occupational Safety and Health Act as it relates to premises owned or controlled by Client and to which the service's personnel are assigned. Client recognizes TAS's employer relationship with said personnel, and agrees to notify TAS of all disputes concerning conditions of employment, job assignments or pay procedures prior to taking any actions concerning the dispute.

*If client denies approval through vendor compliance/registration, the client will be responsible for fee
*Incident reports are due within 24 hrs.

*Clients shall be responsible for all legal & collection fees.

*Client is required to work personnel a minimum of 160 consecutive hours before hiring

***TAS must have 24 hour manager signature notice in order to move personnel to properties payroll. $2000 fee will be billed without signature notice.**

Date of Hire_____ **Mgr. Initial**_____

Texas Apartment Services here of shall be known as (TAS)
By signing this timecard you agree to terms and conditions.