



Texas Apartment Services

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



FAX NO LATER THAN 10:00 am

MONDAY

Personnel Reminder

- *Personnel shall not be permitted to be absent from temporary assignments to interview for other employment.
- *Personnel shall understand that payroll will not be processed without an authorized signature from client(s)
- *Personnel shall understand that (TAS) is not responsible for timesheet collection(s) payroll will not be processed with out completed timesheet(s)

Property Name _____
 Street Address _____
 City _____ County _____
 Zip _____ MGMT. CO. _____

Employee Name _____
 Social Security # ****-****-_____

**WEEK ENDING
SUNDAY**

Employee Signature _____

____/____/____

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.

*Incident reports are due within 24 hrs.

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

***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.**

DAY	DATE	START	FINISH	LUNCH	HOURS	
MON						
TUE						
WED						
THU						
FRI						
SAT						
SUN						
TOTAL HOURS TO NEAREST QUARTER HOUR					HOURS	QTR. HR.

AUTHORIZED SIGNATURE X _____	TITLE _____
OVERTIME SIGNATURE _____	<u>TOTAL HOURS</u> _____

P.O. #

INVOICE #
