LONE STAR
APARTMENT SERVICES

**Temporary Associate Time Card**
*Due Friday at End of Day*
*No Later Than 10 am Monday*
Time@LoneStarApartmentServices.com
Corporate Phone Number (817) 945-8881

**Name of Property:** **Temp Name:**

**Property Address:** **PO Number:**

**Workweek: Starts Monday, Ends Sunday.** **Payday: The Following Friday** **Week-Ending Date: _____**

| Date | Day of Week | Start Time | Lunch | End Time | Total |
|---|---|---|---|---|---|
| | Monday | | | | |
| | Tuesday | | | | |
| | Wednesday | | | | |
| | Thursday | | | | |
| | Friday | | | | |
| | Saturday | | | | |
| | Sunday | | | | |
| | | | | Total Hours | |

**Authorized Signature** **PRINT NAME**

**Overtime Authorized Signature** **PRINT NAME**

## CLIENT TERMS, CONDITIONS, POLICIES AND PROCEDURES.

• Lone Star Apartment Services LLC incurred fees and expenses in recruiting, interviewing, screening and advertising. Utilizing a candidate from Lone Star Apartment Services LLC through/with another service within 90 days of Lone Star Apartment Services LLC referring any candidate to client will result in full bill rates for 160 hours and full placement fee.
• Client accepts full responsibility when placing the candidate in charge of money(s), key(s), valuables, tools, machinery, etc.
• Lone Star Apartment Services LLC will not be held responsible for any unlawful actions, or injuries due to the candidate.
• Any incident must be reported within 24 hours. After the 24 hours has expired Lone Star Apartment Services LLC will no longer be held responsible.
•All invoices are due Net 15. Invoices unpaid after 30 days will incur a 3% late fee, with an additional 3% assessed every 30 days thereafter until paid in full. Client is responsible for all collection and legal fees. Any invoice remaining unpaid beyond 65 days will result in the reversal of all concessions and the application of standard market bill rates.

## EMPLOYEE/WORKER POLICIES & PROCEDURES

• Lone Star Apartment Services LLC is not responsible for collecting your timesheet. This is your responsibility.
• Timesheets will not be processed unless they are signed by an authorized representative of the property.
• I understand that I must call the office within 24 hours following the conclusion of my assignment to report my availability for further assignments. I understand and acknowledge if I fail to do so, Lone Star Apartment Services LLC may assume that I have voluntarily quit and may result in me being denied my unemployment benefits due to me.