

**AAA APARTMENT STAFFING THIS IS AN ORIGINAL TIMESHEET FOR MANAGER / ACCOUNTS RECEIVABLE
KEEP THIS COPY FOR YOUR RECORDS**

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

CLIENT AGREEMENT: I am the authorized agent of the Management Company and the owner(s) of the above-described property (collectively the "Client"), and my execution of this agreement constitutes the agreement by the Client to the terms and conditions of this agreement.

I certify that AAA Staffing, Ltd.'s temporary employees' hours shown on the attached time sheets are correct and that the work was performed to the standards expected at this property.

On behalf of the Client, I acknowledge that AAA Staffing, Ltd. is a temporary staffing agency and that the scope of AAA Staffing, Ltd.'s services is limited to locating, screening and placing temporary employees to perform certain functions at various properties managed or owned by the Client. The Client agrees to pay AAA Staffing, Ltd. for all hourly rate and other charges relating to the temporary employee services furnished by AAA Staffing, Ltd. pursuant to the terms and conditions of this agreement. The Client will be billed at the agreed upon rate for the hours shown on the attached time sheets. The Client agrees that (1) up to 40 hours/week worked by AAA Staffing, Ltd. temporary employees will be billed at the agreed upon hourly rate and (2) any hours worked on this property by AAA Staffing, Ltd. temporary employees in excess of 40 hours/week will be billed at one and one half times the agreed upon hourly rate. The Client also agrees that AAA Staffing, Ltd. invoices are due and payable within 45 days of the invoice date and that an automatic charge of 0.05% per day of the total amount of the invoice will be added to all balances on invoices over 45 days old. The Client further agrees that AAA Staffing, Ltd. shall be entitled to recover any unpaid balances under invoices, including any related collection and/or litigation costs, including reasonable attorneys fees, associated with the collection of unpaid balances under an invoice. The Client acknowledges that the charges for any temporary employee services furnished under the terms and conditions of this agreement are subject to a lien if such charges are not paid within 90 days.

AUTHORIZED CLIENT SIGNATURE (Write Legibly)

X

TITLE

AUTHORIZED CLIENT NAME (Please Print)

Amt \$

P.O. #

LOCATIONS

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
HOUSTON	281-584-9680	281-584-0830
JACKSONVILLE	877-464-1866	904-332-0606
ORLANDO	407.926.0221	407.355.9805
PHOENIX	602-840-0293	602.840.0258
TAMPA	813-769-3546	813-769-3544

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

ALL INVOICES SENT BY EMAIL. PLEASE BE SURE WE HAVE A VALID EMAIL ADDRESS.

TERMS

- The Client agrees that it will not permit AAA Staffing, Ltd. temporary employees to operate motor vehicles or machinery without AAA Staffing, Ltd.'s prior written permission. The Client agrees to accept full responsibility for all claims and costs associated with acts or omissions of AAA Staffing, Ltd. temporary employees arising from any unauthorized operation of motor vehicles or machinery.
- The Client agrees that it will not entrust AAA Staffing, Ltd. temporary employees with unattended premises, cash, keys, negotiable instruments or other valuables without AAA Staffing, Ltd.'s prior written permission. The Client agrees to accept full responsibility for all claims and costs associated with acts or omissions of AAA Staffing, Ltd. temporary employees arising from any unauthorized entrustment of unattended premises, cash, keys, negotiable instruments or other valuables.
- The Client agrees that it will immediately notify AAA Staffing, Ltd. in writing of any event involving injury to any AAA Staffing, Ltd. temporary employee, or any event involving injury or damage to any other person or property which might implicate liability insurance coverage. In case of an emergency, the Client agrees to assist any injured AAA Staffing, Ltd. temporary employee to obtain appropriate medical care.
- The Client acknowledges that AAA Staffing, Ltd. has been able to make a large staff of personnel available only through a substantial investment in advertising, screening, testing and training. In consideration for these services furnished by AAA Staffing, Ltd., the Client agrees that, for a period of ninety (90) days after the last day for which hours are reported by any AAA Staffing, Ltd. temporary employee on this form, the Client shall not use the services of the AAA Staffing, Ltd. temporary employee except as a temporary employee assigned by AAA Staffing, Ltd. This limitation includes, but is not limited to, 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 any person or entity other than AAA Staffing, Ltd., whether or not the person is later assigned to any property owned or managed by the Client. However, the Client may permanently employ the AAA Staffing, Ltd. temporary employee upon (1) the written consent of AAA Staffing, Ltd. and (2) the payment of a placement fee 6% of the proposed annual salary of the temporary employee, or following the temporary employees' employment at the property for more than 320 hours (i.e., "temp to perm" employment). Also, the account for the Client must be current before such permanent employment will be permitted.
- The Client agrees that, unless modified in writing, these terms and conditions will govern future temporary assignments and temporary assignments already formed. The Client also agrees that any dispute arises from or related to this agreement shall be resolved in a court of appropriate jurisdiction in Harris County, Texas, and the dispute shall be governed by Texas law.
- On behalf of the Client, I acknowledge that AAA Staffing, Ltd. does not direct or supervise the work of the temporary employees. Rather, the temporary employees perform work for and are directed and supervised by the Client at the property. Accordingly, the Client agrees to defend, indemnify and hold harmless AAA Staffing, Ltd. against any claims, including claims of alleged negligence on the part of AAA Staffing, Ltd., arising out of or related to work performed at the property by any temporary employee under the Client's direction and supervision, and attorneys' fees and expenses incurred by AAA Staffing, Ltd. in defending such claims.**
- Four hour minimum billing applies if order is not canceled within 12 hours of assignment start time.**