

**MetroPlex Staffing L.L.C.**  
**227 N.E. Loop 820 Ste 100**  
**Hurst, Texas 76053**

**P: (817) 590-0136**  
**F: (817) 590-9731**

**ALL TIME SHEETS MUST BE IN BY 10:00 A.M. MONDAY MORNING.**

<b>Apartment Community</b>	<b>Week Ending Sunday</b>
<b>Management Company</b>	<b>Position</b>
<b>Employee</b>	
<b>Phone #</b>	<b>Fax #</b>

**Hours to the Nearest Quarter Hour**

<b>Day</b>	<b>Date</b>	<b>Start Time</b>	<b>Finish Time</b>	<b>Lunch</b>	<b>Regular Hours</b>	<b>Overtime Hours</b>
<b>Mon</b>						
<b>Tue</b>						
<b>Wed</b>						
<b>Thu</b>						
<b>Fri</b>						
<b>Sat</b>						
<b>Sun</b>						

**Total Hours:**

**TERMS**

1) MetroPlex Staffing L.L.C. invoices are DUE WITHIN 30 DAYS OF INVOICE DATE. This property and the current management company are responsible for the timely processing and payment of all invoices. An automatic 20% will be added to any invoices left open over 45 days. Should any invoice be open over 90 days, an additional 20% will be added to the invoice and any late fees that already apply. The 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 named MetroPlex Staffing L.L.C. employee except as a temporary employee assigned by MetroPlex Staffing L.L.C. 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 an organization other than MetroPlex Staffing L.L.C., 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 MetroPlex Staffing L.L.C. employee arising from client's non-observance of Section 1.

4) Client will not allow MetroPlex Staffing L.L.C. employees to operate motor vehicles or machinery without MetroPlex Staffing L.L.C. prior written permission.

5) Client will not entrust MetroPlex Staffing L.L.C. employee with unattended premises, cash, negotiables, or other valuables without MetroPlex Staffing L.L.C. prior written permission.

6) Until this form is modified, these terms govern future temporary assignments and temporary assignments formed.

7) If any dispute arises between the parties to this agreement with MetroPlex Staffing L.L.C., the proper venue and jurisdiction for said dispute shall be with a court or Tarrant County, Texas.

**EMPLOYEE AGREEMENT:**

I certify that I worked the hours shown on this time sheet on the days indicated and that this sheet has been certified by a person I believe is an authorized agent of the client. I understand that I must call the local office between 8:00 A.M. and 5:00 P.M. to report my availability for further assignment within 24 hours of completing my assignment. I understand that 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 MetroPlex Staffing Office.

**Employee Signature:** \_\_\_\_\_ **(write legibly)**

**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 the agent of the Owner(s) of this property. Furthermore, I agree that the Management Company shown above and the Owner(s) of this property shall fully compensate MetroPlex Staffing L.L.C. for monies owed pursuant to the terms of this agreement. I certify that any services performed under this agreement are subject to a lien if not paid within 90 days. I will certify that the MetroPlex Staffing 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 MetroPlex Staffing temporary employees in excess of 40 hours per week will be billed to the property at 1.5 times the regular hourly rate. Execution of this agreement by the undersigned client representative constitutes an agreement by the Management Company and Owner(s) of this property to all the terms and provisions stated on this document.

**Authorized Client Signature and Title:** \_\_\_\_\_

**Authorized Client Name: (please print)** \_\_\_\_\_