

Dear Employee,

Please complete your time sheet according to the hours you work each week. The time sheets are due each **Monday by 12:00pm**. Please call our office after you have faxed the timesheet to us to make sure we received it. You must have received confirmation from our office. Checks are available for pick up every **Friday between 12:00pm - 5:00pm**. If you are sending someone to pick up your check you must send a written consent with the person, fax it to our office at (972) 715-0909 or e-mail it to sterlingapt.fax@sterling-apartments.com. Please give us a call if you have any questions, (972) 404-0077.

Sterling Personnel

FRONT OF TIME SHEET

FILL IN DATE	MON	TUES	WED	THURS	FRI	SAT	SUN
TIME STARTED							
TIME FINISHED							
LESS LUNCH							
HOURS WORKED							
I understand I am to contact STERLING within 24 hours after leaving an assignment. Failure to do so may affect my unemployment benefits.						TOTAL HOURS FOR THE WEEK	
Employee Signature						HOURS	MINUTES
Print Name							
SS#							



APARTMENT PERSONNEL
www.sterling-apartments.com

COMPANY NAME

STREET ADDRESS

CITY STATE ZIP CODE

SPECIAL INSTRUCTIONS

CLIENT: DO NOT SIGN if hours are not totaled. Client approval indicates acceptance of terms and conditions on the reverse side.

X _____

Fax Number: Efax to 972-715-0909

BACK OF TIME SHEET

Client Agreement

It is understood that the individual signing this time sheet is an authorized representative of the company and hereby certifies that the hours are correct. Client does not hold STERLING responsible for the work performed by the employee.

Client agrees that no insurance is afforded by STERLING for physical loss or damage to client's machinery, equipment, material or any motorized vehicle (whether licensed for road use or not) which may be placed in the care, custody or control of the employee hired from STERLING. Client accepts full responsibility for claims involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damage as a result of employee driving such vehicles.

Client shall have the sole and exclusive right to control, direct, and supervise employees referred by STERLING. Such employees are borrowed servants, and client, as the special employer, agrees that STERLING shall not be responsible or liable for any acts or omissions of the employee. Client agrees to hold STERLING harmless for any loss, claim or cost incurred as a result of such actions of the employee.

STERLING makes no representation nor shall it be liable for the failure to investigate the employee's background, criminal records or complaints against the employee by the employers.

Client is advised to not entrust employee with the care, custody or control of cash, negotiables, valuables, or other similar property. It is understood and agreed that claims made under the Commercial Blanket Bond must be reported in writing to STERLING within ten (10) days after the discovery of the occurrence, or such claims shall be waived by Client.

Client agrees that utilization of the employee named on the reverse side of this time sheet on either a temporary or permanent basis within six (6) months from date on time sheet will be through STERLING. If the Client desires to hire this person on a permanent basis, it is agreed that notification of this intent will be given to STERLING and that person will remain on STERLING'S payroll for a period of 2 weeks (80 hours.)