

- ASSIGNMENT IS CONTINUING
- ASSIGNMENT IS FINISHED

CUSTOMER NAME/SITE: \_\_\_\_\_

WEEK ENDING SUNDAY

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_



Employee Name \_\_\_\_\_

TOTAL HOURS TO NEAREST ¼ HOUR

DAY	DATE	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	TOTAL
MON						
TUES						
WED						
THUR						
FRI						
SAT						
SUN						

**EMPLOYEE STATEMENT:** When this assignment ends, I agree to contact Lanmark Staffing immediately for further assignments. I understand that if I fail to contact Lanmark Staffing, I may be considered to have left work voluntarily without cause and unemployment benefits may be denied. I further agree that I will not accept any employment duties with the Client or service the Client (including any successor in interest) through another staffing agency for a period of 1 year after this assignment ends without Lanmark Staffing's written consent. I hereby certify that I have sustained no injury on this assignment and the days and hours recorded are true and correct.

EMPLOYEE SIGNATURE: \_\_\_\_\_

NEW CONTACT INFORMATION: Address: \_\_\_\_\_ Phone # \_\_\_\_\_

**Please contact Lanmark Staffing with any questions you have regarding this timesheet, the instructions or information it contains.**

1. Client shall pay all invoices within the terms shown on invoice to Lanmark Staffing, 1002 Green Avenue, Orange Tx 77630. Client shall not advance cash or valuables to Lanmark Staffing field employees and shall have no right whatsoever to recoup any such advances against any amounts owed to Lanmark Staffing.
2. Client shall comply with all laws, rules & regulations of duly constituted government bodies concerning Lanmark Staffing and its field employees and agrees to indemnify and hold Lanmark Staffing harmless from any and all damages, claims, suits, demands or other causes of action which may arise or be asserted against Lanmark Staffing.
3. Client shall nor permit or cause the field employee to perform any work activities other than those specifically set forth in Lanmark Staffing's Work Order Verification email sent prior to the date field employee began work. Regardless of the content set forth in the Work Order Verification email, client shall not permit or cause the field employee to operate any motor vehicle or machinery without the express written consent of Lanmark Staffing.
4. Client shall nor permit or cause the field employee to handle cash, negotiable, or other valuables of any kinds, without Lanmark Staffing's written permission. If permission is given, the field employee cannot be left unattended. Client accepts full responsibility if the field employee is left unattended.
5. Lanmark Staffing shall process claims arising from the dishonesty or misconduct of the field employee only if such claims are reported directly to Lanmark Staffing by Client within 10 days after discovery of the occurrence. Client shall cooperate fully in any investigation and prosecution relating to such claims.
6. Client understands that the assigned person is Lanmark Staffing's field employee and that Lanmark Staffing expends considerable effort and incurs substantial expense to recruit, screen, test and train its field employees to service clients. Client understand that the assigned person is contractually obligated to Lanmark Staffing and Client agrees to contact Lanmark Staffing immediately if Client desires to employ the assigned person or to utilize the assigned person for any position through another staffing agency servicing Client. Lanmark Staffing will discuss with Client its conversion fee upon request. However, client may not directly or indirectly hire the assigned person for any position for a period of 1 year after this assignment ends without Lanmark Staffing's written consent, and a third party which breeches the above terms, Client will pay to Lanmark Staffing a settlement fee equal to the greater of \$1000 or 1% per \$1000 of the persons annualized compensation up to a maximum of 30% of annual compensation.
7. Client shall pay the responsible attorney fees and other costs incurred by Lanmark Staffing enforcing this agreement.
8. No oral statement shall modify or affect the foregoing terms and conditions.

Instructions

1. Client must keep original for records.
2. Employee must fax time sheet to Lanmark Staffing no later than 10:00am Monday morning for paycheck to be available Wednesday of the same week. Timesheets received after 10:00am will be processed the following week. Checks will not be released unless time sheet is complete, signed by employee and signed by client.
3. Employee is encouraged to keep a copy of time sheet for their own records.

NOTE: If a mailed check is not received, employee must wait 15 business days for its return to Lanmark Staffing or pay a \$25 fee to stop payment on the check and have a replacement check issued sooner.

<b>TOTAL HOURS WORKED</b>	
<b>STRAIGHT TIME</b>	
<b>OVERTIME</b>	

**CLIENT STATEMENT:** I hereby certify that the above hours are accurate and that Lanmark Staffing's field employee is entitled to be paid accordingly. I acknowledge and agree that these services were performed in accordance with the terms and conditions set forth below.

**SUPERVISOR SIGNATURE:** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_

1002 Green Avenue • Orange Tx 77630 • phone 409-886-7676 • fax 409-886-7678  
 277 N. 18<sup>th</sup> Street, Suite 1 • Beaumont Tx 77707 • phone 409-813-2727 • fax 409-813-2777