

**Timesheets are due to L.K. Jordan by noon each Monday.**

fax (713) 590-3866 or email: [houston.reception@lkjordan.com](mailto:houston.reception@lkjordan.com)



**1225 N. Loop West, Suite 214  
Houston, Texas 77008  
Phone: (713) 680-8777  
Alternate Fax: (713) 680-8798**

Printed Name of Employee:	
Home Address:	<input type="checkbox"/> New
Daytime Phone Number:	
Company Name:	
Job Location/ Supervisor:	
Last Four Digits of Your Social Security Number: XXX -- XX -- ____ ____ ____ ____	

**Week Ending Date:** \_\_\_\_\_

**Time sheets with "white-out" will not be accepted.  
All "scratch-outs" must be initialed by Supervisor.**

	DATE	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	TOTAL DAILY HOURS	
MON							ROUND TOTAL HOURS TO THE NEAREST ¼ HOUR.
TUE							
WED							
THU							
FRI							
SAT							
SUN							
					REGULAR HRS		OT Rates will apply for any hours worked over 40.  Client company will be billed for total hours.
					OVERTIME HRS		
					<b>TOTAL WEEKLY HRS</b>		

**TO THE EMPLOYEE:**

I certify that the hours shown were actually worked by me during the week designated and were approved by an authorized representative of the CLIENT COMPANY. I understand that I am to contact L.K. Jordan after completing this assignment within 24 hours, and that if I do not do so, L.K. Jordan will assume that I am not available for work.

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**TO THE CLIENT:**

I am an authorized representative of the CLIENT COMPANY. I certify that the TOTAL hours stated above are correct and are approved for billing. My signature indicates acceptance of the Terms and Conditions below.

SUPERVISOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
PRINT NAME \_\_\_\_\_

**TEMPORARY WORK AGREEMENT TERMS AND CONDITIONS**

**CLIENT AGREEMENT-** It is agreed that the individual signing this time sheet is an authorized representative of the CLIENT COMPANY and hereby certifies that the hours are correct. CLIENT COMPANY understands and agrees to the full terms and conditions stated herein, and agrees to same for all future orders for temporary services. Overtime will be billed at one and one half times the pay rate. No oral statement of any person shall modify or otherwise affect these terms and conditions.

**EQUIPMENT / LOSS WAIVER-** Unless agreed otherwise in a written agreement, Client shall provide insurance coverage for physical or property loss or damage to Client's facility, machinery, equipment, material, or any motorized vehicle of any kind in the care, custody, or control of any temporary employee while working under Client's supervision. Client will not entrust temporary employees with the care, custody, or control of cash, negotiables, valuables, securities, or similar property of value without advance written consent from LKJ. Client shall be fully responsible for all supervision and training of our employee while on assignment with Client. Client agrees to be wholly responsible for any claims or damages that may be caused by Client's lack of supervision, negligence, or misconduct, and agrees to waive all rights of recovery against LKJ. If Client places our employee in an environment where he may be considered to be a "seaman" under the Jones Act or related maritime law, Client agrees to indemnify LKJ against any and all claims brought under said Act or laws. Client will indemnify and hold harmless LKJ from any claims, causes of action, damages, costs, fees or liabilities (together "Claims"), relating to employee hours of work that are different than reported by Client to LKJ. Such indemnity shall include the costs and Attorney's fees for LKJ's defense against any such Claims.

**PAYMENT OF FEES-** Unless otherwise agreed in a written agreement, payment is due upon receipt of invoice. Interest charged on unpaid balances will be at the rate of 1 1/2% per month (18% APR), until balance is paid. CLIENT COMPANY will be responsible for all costs incurred with the collection of debt. Venue for all suits shall lie in Nueces County, Texas.

**LIQUIDATION FEE/TEMP-TO-HIRE EMPLOYEES-** Unless otherwise agreed in a written agreement, after a temporary employee has fulfilled a minimum of 720 hours of continuous billable employment with Client through LKJ and all fees have been paid, Client has the option, but not requirement, to hire the employee at no additional fee. Should Client wish to hire an LKJ employee prior to the completion of the minimum number of hours, a conversion fee equivalent to the remaining billable hours multiplied by the difference between LKJ's bill rate and the employee's pay rate shall be due. Client shall notify LKJ at least one week before exercising this option. CLIENT agrees that the use of the employee named above on either a temporary basis or hiring of said employee within one year from the date of this timesheet will be through LKJ utilizing a temp-to-hire arrangement with an earlier buyout option for the remaining fees due.