

BurnsSearch, LLC
 P.O. Box 2273
 McKinney, Texas 75070
 Phone: 214-533-9516
 Fax: 214-461-0482

Timesheets must be faxed to BurnsSearch Accounting Dept.
 by 12 noon on Monday following end of two-week period.
 Please refer to calendar for correct dates.

CONSULTANT TIMESHEET

Client Name: _____ Reporting Period: _____
 Consultant Name: _____ (please print) From _____ / To _____

Day	Date	Actual Time In	Actual Time Out	Less Meal Time	Regular Hours	Overtime Hours	Total # Hours Worked
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
				TOTAL HOURS (rounded to nearest ¼ hr)			

Day	Date	Actual Time In	Actual Time Out	Less Meal Time	Regular Hours	Overtime Hours	Total # Hours Worked
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
				TOTAL HOURS (rounded to nearest ¼ hr)			

Associate/Consultant Agreement. I understand that BurnsSearch cannot issue payment without presentation of an accurate and completed timesheet signed by me and by an authorized representative of BurnsSearch's customer, and that any timesheet submitted 30 or more days after the work week it represents will be considered void and subject to reverification and Associate disciplinary actions. BurnsSearch timesheets are due bi-weekly. Unless special arrangements have been made, I understand that BurnsSearch will not recognize hours worked in the absence of a timesheet. Failure to submit current, complete, and accurate timesheets can result in disciplinary measures, up to and including termination. I understand I must contact BurnsSearch when each of my assignments ends. If I fail to do so, I will be considered to have left work voluntarily without cause, and my unemployment benefits may be denied. I agree that I will not on my own solicit work from any BurnsSearch customer for whom I have worked through BurnsSearch for a period of six (6) months from the completion of my last assignment. Work includes being employed directly by customer, or as a temporary, leased, contractor, or payrolled employee of customer through another organization. Customer includes all subsidiaries, affiliates, partners, co-venturers, and subcontractors of customer. If the customer desires to hire me, I agree to give BurnsSearch notification of this intention and understand that the customer is responsible for a liquidation fee or to keep me on the BurnsSearch payroll until the fee is earned. I understand and agree that should the customer not pay said fee, I am responsible to BurnsSearch and will pay the fee myself.

My signature indicates acceptance of the terms listed in the Associate Agreement and certifies that the hours shown on this time sheet were (i) all the hours worked by me during the pay period designated, and (ii) approved in writing by an authorized representative of the customer.

Consultant Signature: _____ Date: _____

Client Signature: _____ Date: _____

