



Burns Search inc.
an ann burns company

"Your Success is our Business"

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Frisco, TX 75034
Phone: 214-618-8195
Fax: 214-416-9060

Timesheets must be submitted to BurnsSearch **via fax or email NO LATER THAN 12:00 Noon** on the Monday following the end of the two-week period. Please refer to the Payroll Calendar at www.burnssearch.com for correct dates.

CONSULTANT TIMESHEET

Client Name: _____ Reporting Period: _____
Consultant Name: _____ 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			

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			

TOTAL FOR PERIOD

Contractor 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. BurnsSearch timesheets are due bi-weekly, unless otherwise specified by BurnsSearch. I understand that BurnsSearch will not recognize hours worked in the absence of a timesheet, and that failure to submit current, complete, and accurate timesheets can result in disciplinary measures, up to and including termination. I understand that I must contact BurnsSearch when my assignment ends, and that 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 directly 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 decides to hire me, I agree to notify BurnsSearch 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 will be personally responsible for paying the fee to BurnsSearch. My signature indicates acceptance of these terms ("Contractor 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: _____