

CCSI, INC.

Providing Contractors & Consultants Nationwide



A Woman Owned Business Enterprise
and
Equal Opportunity Employer

Headquarters
62 Portsmouth Ave
Stratham NH 03885
Ph: (603) 778-8208
Toll Free: (800) 598-0255
Fx: (603) 778-8941

CCSI, INC.

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CCSI is a woman owned, Staffing and Recruiting firm with a team of Technological Staffing Specialists using on-line technology and having a strong interest in executive search, Temporary Staffing, management selection and industry specific recruiting. We maintain a computerized database of thousands of current openings and many thousands of available candidates.

CCSI has provided its services to numerous employer clients from varying industries requiring search and recruiting expertise at highly varied experience levels and functional specialties. Those specialties today focus on, but are not limited to, Software Engineering, Electrical Engineering, Mechanical Engineering, Manufacturing Engineering and Information Technologies.

CCSI has full capability to conduct on-line computer searches pairing employer job and position notice specifications with the prospective employee population. Our primary and total responsibility is to assure that appropriate personnel and the staffing needs of our client companies are as closely matched as possible.

Thank you very much for your interest in working with CCSI, Inc! We are looking forward to showing you why our client base has been growing, year after year!

Sincerely,

Anne Moreau
President
CCSI, Inc

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Recruiting Processes

CCSI Inc. employs various personnel recruitment techniques to locate candidates both locally and nationally. In addition to selected advertising in local media throughout the country CCSI Inc. utilizes industry journals, military tabloids and trade publications.

CCSI Inc. sponsors Job Fairs around the country. And, as one of our most effective means of building our expansive database, CCSI Inc. recruiters obtain referrals from each applicant we interview.

Screening Process

Our applicant screening process begins with a thorough examination of the candidate's education and employment history. Further screening continues during the applicant's interview with a CCSI Inc. recruiter. All pertinent technical and personal data is then input into our Database Management System.

Database Management System

CCSI Inc. manages and operates one of the most extensive Database Management Systems in our industry. The structure and software development has been carefully tailored to meet the ever-changing demands of our clientele. As technological advances are made, CCSI Inc. will continue to be at the forefront of this most important aspect of our industry.

Assignment

Employees contracted through CCSI Inc. are available immediately or generally within 48 hours of confirmation.

Employment Eligibility Verification

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CCSI Inc. certifies that its hiring practices are in accordance with the regulation set forth by the Immigration Reform and Control Act of 1986.

Company Policies & Terms

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Guarantee of Performance

All CCSI Inc. employees are assigned to the client guaranteed to perform their tasks. No Charges will be made for employee service if termination is necessary within three days of assignment.

Patents

CCSI Inc. guarantees patent protection to all clients.

Regulations

To offer optimum flexibility to our clients, all CCSI Inc. contract personnel adhere to the client s' regulatory policies and practices during the effective period of an assignment.

Audit

CCSI Inc. maintains time cards for a period of 7 years. We guarantee the client, and any designated government agency, the right to audit applicable time cards.

Taxes

CCSI Inc. strictly adheres to the regulations of all government agencies. In keeping with the spirit and the letter of these laws, CCSI Inc. withholds and pays all FICA, federal, state and local taxes. Payments for Worker's Compensation and other insurance are accrued and paid in a timely manner.

Insurance

CCSI, Inc. maintains insurance covering with the policy limits as demonstrated on the enclosed declaration sheet.

Invoicing Terms

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CCSI Inc. issues an invoice to the client on a weekly basis, for services rendered that week. To support our weekly invoicing system, Cost, INC. will provide time slips signed by an authorized client representative verifying the hours worked for that week. Payment of invoice is due upon receipt.

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Straight Time

Straight time billing rates are based on a work week of 8 hours per day, 40 hours per week.

Overtime

Overtime billing rates apply to hours worked in excess of 8 hours per day or 40 hours per week, in accordance with the client's policies and applicable state/federal regulations. In the event of a holiday, overtime shall be deemed as hours worked in excess of 40 hours less the holiday, unless otherwise specified by the client.

Termination

The client retains the right to terminate any employee of CCSI Inc. on assignment at the client's facility at anytime. At the client's option, CCSI Inc. will replace the terminated employee as soon as possible.

Equal Opportunity

CCSI Inc. represents that it has participated in previous contracts or subcontracts, subject to the Equal Opportunity Employment regulations with regard to race, color, religion, sex, or national origin, or the clause originally contained in the Executive Order 11246, as amended. This includes Section 503 of the Rehabilitation Act of 1973 for the handicapped, and section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and that CCSI inc. has filed requiring compliance reports.

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Providing Technical Employees for the Following Disciplines

Software Engineering, Programmers & Development

Applications Development
Artificial Intelligence
Automatic Test Equipment
Communications/Networks
Compiler Development
Data Acquisition
Database Systems
Design/Architecture
Educational Software
Firmware
Graphics
Hardware Design
Image Processing
Libraries/Tools
Medical Systems
Network Developments
Operating Systems
Pattern Recognition
Process Control
Radar Systems
Realtime Systems
Robotics
Scientific Programming
Signal Processing
Simulation
Telecommunications
Telephony
Training/Course Development

Transaction Processing

User Interface
Vision Systems
Voice Messaging
Windows Development

Information Systems

Accounting
Applications Development
Billing
Database Administration & Design
Desktop Publishing
Dispatching
Distribution
Electronic Funds Transfer
Electronic Mail
Facilities Management
Financial Management
Hardware Evaluation
Insurance
Inventory Control
Network Configuration
Office Automation
Order Processing
Performance Tuning
Quality Assurance
Telecommunications
Transportation
Utilities Development
Warehousing

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Product Engineering

Buyers
CAE (All Systems)
CAM (All Systems)
Chemists
Engineering Test
Engineers All Disciplines
Expeditors
Physicists
Production Controllers
Technical Writers

Industrial Engineering, Design and Drafting

Architectural Renderers
CAD (All Systems)
CAE (All Systems)
CAM (All Systems)
Civil
Facilities
H.V.A.C
Instrumentation
Specification Writers
Structural

Product Design

CAD (All Systems)
Checkers
Configuration
Designers
Design Engineers
Detailers
E.C.O Coordinators
Layout Draftpersons
Management
Technical Illustrators

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The Payroll Service Plan

Introduction

CCSI, INC. offers a special Payroll Service Plan for your company. The plan provides for a flexible and effective method of handling personnel when permanent assignments are not available. The Payroll Service Plan can be used to hire temporary contractors (any individual assigned to the plan is called a "Payrollee", previous employees, relatives, students, consultants, or retirees at a lower cost without the risk of co-employment litigation.

Purpose Of The Payroll service Plan

The Payroll Service Plan provides an economical risk free method of utilizing personnel with known capabilities, who for one reason or another will not be hired as permanent staff at this time.

How The Plan Functions

1. Your company's management (Management) establishes a need for personnel in a specific field of work on a temporary basis.
2. Management contacts the potential Payrollee. The payrollees may be:
 - Ø Consultants
 - Ø 1099 Employees
 - Ø Former employees who were laid off
 - Ø Retirees
 - Ø Individuals recommended by your company's employees
 - Ø Specialists well know in the industry
 - Ø Individuals recommended by someone outside your company
 - Ø College students

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3. Management contacts the individual and explains the work effort, pay, hours of work, duration of assignment, and any other pertinent information
4. Upon acceptance of a payrollee, management forwards a requisition to CCSI, INC. Requisitions must contain:
 - Ø Payrollee name
 - Ø Payrollee address and phone number
 - Ø Approved Straight Time Direct Labor Rate
 - Ø Job Classification/Title
 - Ø Start Date
5. Upon CCSI, INC. receipt of a requisition, CCSI, INC. initiates an employee sign-up package, the package contains:
 - Ø Comprehensive information on insurance benefits (health, dental, life)
 - Ø Pre-Employment Qualification Form
 - Ø Employment Agreement (clearly stating CCSI INC as the employer)
 - Ø W4 Form
 - Ø Timecards
 - Ø 1-9 Employment Eligibility Verification Form
 - Ø OSHA Right to Know" Information
 - Ø Copyright/Patent Agreement
6. Sexual Harassment Policy
7. Upon completion of an employee sign-up package the individual is now an employee of CCSI, INC and covered under the Payroll Service Plan, a payrollee assigned to your company and serving under your direct supervision.
8. The payrollee is responsible for maintaining a weekly timecard to be reviewed and approved by a supervisor and then promptly delivered to CCSI, INC.

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9. The payrollees paycheck comes directly from CCSI, INC. CCSI, INC. assumes responsibility for all payroll records' mandated payroll taxes, worker's compensation, unemployment and associated administrative costs as well as maintaining responsibility for all other employment obligations.
10. The payrollee will be paid hourly at the agreed upon rate and will be paid overtime in accordance with Federal and state laws.
11. If the payrollee is unable to perform to his/her job specification, he/she can be immediately terminated upon request to CCSI, INC.

Advantages of The Payroll service Plan

- Ø Elimination of unemployment costs
- Ø Elimination of liability for co-employment issues
- Ø Elimination of costs for employee benefits
- Ø Allows for rapidly hiring indefinite term employees
- Ø Allows for rapidly hiring part-time employees
- Ø Allows for your company to control project-based costs
- Ø Allows for simplified termination
- Ø Allows for payment of HOURS ACTUALLY WORKED
- Ø Reduction of overhead costs

Advantages Of The Payroll Service Plan TO The Payrollee

1. Maximum discretionary income
2. Insurance Benefits (health, dental and life)
3. An Indefinite assignment which matches the desire and capability of the employee.
4. Minimal paperwork
5. Weekly paychecks
6. Preparation of annual W-2 statements

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Benefits Of The Payroll service Plan To Your Company

The Payroll Service Plan allows your company more flexibility in hiring and eliminates co-employment liabilities. The most important benefit is the reduction of unemployment costs, worker's compensation claims, administration, and termination expenses.

Additionally, companies using consultants working under your supervision run the risk of being audited by the Internal Revenue Service. If the IRS reclassifies consultants as employees, your company could be held liable for all unpaid benefits. CCSI, INC. does not permit the use of consultants or 1099's. All federal and state employment laws are complied with.

The Payroll Service Plan can greatly benefit your company during peak loads or crunching project schedules. Considering the present day inflationary trends it is necessary for your company to utilize every possible cost saving method. Employment costs represent a sizable portion of the costs of your company's operation. CCSI, INC.'s Payroll Service Plan will offer a reduction in the over-all costs of your temporary staffing program.

Summary

The Payroll Service Plan is a cost effective and simple process for handling unique employment situations, particularly when the terms of employment are difficult to identify.

Call us today for pricing information.

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