

# Contract Staffing Services

**Pro-Tech Search, Inc.** serves its client companies by providing a reliable single source for staffing needs. **Pro-Tech Search, Inc.** offers a broad spectrum of staffing services:

- ▶ Direct hire placements
- ▶ Contract staffing
- ▶ Contract-to-direct conversions
- ▶ 1099 to W-2 conversions
- ▶ Payrolling services
- ▶ Retiree re-staffing

## Simple weekly process

Once you select a contract candidate, your part is extremely easy! You authorize billing by signing a weekly timesheet for the contractor and then pay an invoice. Our back-office, Top Echelon Contracting, will handle all the onboarding, payroll, taxes, unemployment, workers' compensation, background checking, benefits, etc.

## Insurance protection

In today's business environment, insurance should be a requirement for every contract placement. Top Echelon Contracting carries a comprehensive package of insurance, including:

- ▶ Commercial General Liability \$1,000,000 per occurrence; \$3,000,000 in the aggregate
- ▶ Professional Liability \$1,000,000 per occurrence; \$3,000,000 in the aggregate
- ▶ Commercial Excess Liability \$5,000,000 combined single limits
- ▶ Hired/Non-Owned Auto Liability \$1,000,000 combined single limits
- ▶ Employee Dishonesty Bonding \$1,000,000 combined single limits
- ▶ Employers' Practices Liability \$1,000,000
- ▶ Employee Forgery Bonding \$25,000

## Wide range of benefits for contractors

Companies enjoy greater employee retention by offering quality benefits. As the legal W-2 employer, our back-office pays the contract employees weekly and offers the following ACA compliant benefits:

- ▶ Health insurance
- ▶ Dental insurance
- ▶ Vision insurance
- ▶ Life insurance
- ▶ AD&D insurance
- ▶ 401(k) savings plan

## The next step

**Pro-Tech Search, Inc.** will be your point of contact for your recruiting needs. Top Echelon Contracting has specialized in contract staffing since 1992, and will finalize the employment contracts and handle all of the financial and administrative issues. By combining our recruiting skills with the back-office services of Top Echelon Contracting, we can provide full-service staffing and unsurpassed value.

### "Recruiter of Record" (Front-Office)

**Pro-Tech Search, Inc.**  
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### "Employer of Record" (Back-Office)

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