

# Contract Staffing Services

**Attorney Search Partners** serves its client companies by providing a reliable single source for staffing needs. **Attorney Search Partners** offers a broad spectrum of staffing services and can help companies with:

- Direct hire placements
- Contract staffing
- Contract-to-direct conversions
- 1099 to W2 conversions
- Payrolling services

## Simple weekly process

Once you select a contract candidate, your involvement in the weekly process 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 employment paperwork, payroll, taxes, unemployment, workers' compensation, background checking, benefits, etc.

## Insurance protection

In today's business environment, insurance coverage provides an added layer of protection and should be a requirement for every contract placement at your facility. Top Echelon Contracting carries a comprehensive package of insurance, which includes:

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

## Wide range of benefits for contractors

Companies enjoy greater employee retention by offering quality benefits. As the legal W-2 employer of record for contractors, our back-office pays the contract employees on a weekly basis and also offers the following ACA compliant benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Life insurance
- Accidental death and dismemberment insurance
- 401(k) savings plan

## The next step

**Attorney Search Partners** will be your main point of contact for all of your recruiting needs. Top Echelon Contracting has specialized in contract staffing since 1992, and they 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 to our clients.

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

**Attorney Search Partners**  
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### "Employer of Record" (Back-Office)

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