



Part of the **ServiceSource** Network

Wilmington, Delaware

National Expertise • Local Experience



## **Outsource Labor Solutions for Your Business – At Your Location or Ours**

### **Packaging, Assembly and Inspection**

- Assemble mechanical, electrical and electro-mechanical components
- Visual inspection and dimensioning of precision engineered parts
- Heat seal, shrink wrap, blister package, poly-bagging and re-sealable packing

### **“Keep it Green” Electronics Recycling Program**

- Recycle obsolete computers, monitors and televisions in compliance with EPA standards

### **Mailing, Warehousing and Fulfillment**

- Fold, collate, label, presort, affix postage and maintain postage accounts
- Fulfillment of literature, promotions premiums, products, samples and rebates
- Warehouse and inventory management

### **Document Preparation, Scanning and Processing**

- Open, sort, batch and index documents
- Convert paper images to electronic format
- Provide documents electronically on CD-ROM

### **On-Site Services**

- Administrative Support
- Mail Center Management
- Food Service Operation
- Grounds Maintenance



## **Employment Services for Businesses and the Community**

### **On-Site employment placement and retention services**

- |                                    |                                 |
|------------------------------------|---------------------------------|
| • Customer service representatives | • Retail clerks                 |
| • Medical receptionists            | • Logistics support personnel   |
| • Accounting and data entry clerks | • Custodial service technicians |
| • Records and mailroom clerks      | • Manufacturing operators       |

### **Vocational training**

- |                        |  |
|------------------------|--|
| • Business technology  | • Packaging, assembly and testing operations |
| • Warehouse operations | • Mailing and fulfillment operations         |
| • Document management  | • Food service operations                    |

For more information about how OCI can help increase productivity and reduce costs in your operation, call

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