

Creative Corporate Solutions, LLC specializes in the administrative set up of start-up and pre-IPO companies, providing a full range of services from A to Z. Corporate Operations & Administration, Human Resources and Benefits, IT Management and Bookkeeping are just a few of the areas that need to be established when starting a new company. We'll take care of all these details and more to get your business up and running quickly and efficiently allowing you to focus valuable time on what's most important to you... growing **your** business!



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**Services**



**Corporate Operations & Administration**

- Office design and layout planning
- Complete office management services
- Set up of administrative policies and procedures
- Establishment of cost-effective vendor relationships for all corporate services.

**Human Resources and Benefits**

- Set up of standard templates for Offer Letters and HR Forms
- Research, implementation and administration of health, dental and other employee insurance benefits
- Employee Handbooks / Policy & Procedure Manuals
- Recruiting and staffing

**Bookkeeping Services**

- Selection of software and setup of corporate accounting systems
- Set up and implementation with designated payroll vendor for complete payroll processing
- Complete A/R and A/P services, including monthly closings, financial statements and preparation of audit schedules

**IT and Phone System Support and Implementation**

- Selection of appropriate computers, equipment and software (desktops, servers, laptops, etc.)
- Set up of complete IT infrastructure including planning, implementation and management
- Installation and management of corporate phone systems and equipment (standard and VoIP)
- Set up of corporate cell phone plans and equipment, including Blackberry and Treo

**ALSO SPECIALIZING IN:**

**Corporate Relocations / Site Establishment**

CCS will assist you from start to finish with your relocation project. We can provide you with all or any one of these services individually.

- Research and assistance in selecting office space, based on your requirements.
- Coordination and management of relationships with real estate agents, landlords, general contractors on behalf of your Company.
- Planning, design, layout to create a functional office flow
- Purchase of necessary office furniture including cubicles at the most competitive pricing
- Manage and coordinate with appropriate vendors for the uninterrupted cut over of all your existing utilities and services
- Coordination of all aspects of the actual move including moving company selection and in-office assistance to your employees for organization and packing
- Individualized services related to your move, as requested

**Custom Services**

Not finding what you are looking for? If you do not see the service(s) you require, please contact us so that we may discuss options that are custom-tailored to your specific needs!