!"#$%&'()*+%,*-./"*0'++*(1*2'34&5*1(2*"%&%*62'7%$8*%)"*5!$#2'&8*

"12-345(67389:'73;(9-;19(;:12'7135(<2(=-25<35(73(=12-3419(2-9147<35>7=5?(13'(@97;7A9-(B4:'-345(654:'-345($C(D-125(13'(<9'-2?(
813(-E=-84(4>-(F<99<G73;H(

9:* I(54:'-34J5(=-25<3199D(7'-347F71A9-(73F<2K147<3(6"LL?(8133<4(A-(5<9'(<2(2-9-15-'(F<2(13D(!<KK-28719(<2(M12N-473;(
=:2=<5-*("LL0(15('-F73-'(AD(@':8147<3(P1G(Q(&%'(13'(4>-(R1K79D(@':8147<319(,7;>45(13'("27)18D(I84(6SR@,"IS?0(7389:'-5(
'72-84(7'-347F7-25(5:8>(15(1(54:'-34J5(31K-(<2(7'-347F78147<3(3:KA-20(=12-34J5(31K-0(<2(1''2-55T(13'(73'72-84(7'-347F7-25(
5:8>(15(1(54:'-34J5('14-(<F(A724>0(G>78>(G>-3(973N-'(4<(<2(8<KA73-'(G74>(<4>-2(73F<2K147<3(813(A-(:5-'(4<('75473;:75>(
<2(4218-(1(54:'-34J5(7'-3474D*("9-15-(5--(R@,"IJ5(2-;:9147<35(14(U+(!R,(VV*U(F<2(1(K<2-(8<K=9-4-('-F73747<3*(

.:* W>-(27;>4(4<(735=-84(13'(2-)7-G(4>-(8<K=9-4-(8<34-345(<F(4>-(54:'-34J5(-':8147<3(2-8<2'(54<2-'(<2(K1734173-'(
AD(13(-':8147<319(1;-38D*(W>75(27;>4(K1D(3<4(1==9D(4<("12-345(<F(13(@97;7A9-(B4:'-34*(

;:* B414-(13'(F-'-219(91G5(5:8>(15(@':8147<3(P1G(Q(&%'T(4>-(!<KK7557<3-2(<F(@':8147<3J5(,-;:9147<35(14(C(XY!,,("124(
$&$0(R@,"I(14($&(Z*B*!*($&U&;(6U+(!R,("124(VV?T(!>79'2-3[5(#3973-("27)18D("2<4-847<3(I84(6S!#""IS?(14($\(Z*B*!*(]\0$%
]\0&(6$](!R,("124(U$&?T("2<4-847<3(<F(":=79(,7;>45(IK-3'K-34(6S"",IS?(14(&0(Z*B*!*($&U&>(6U+(!R,("124(VC?T(13'(4>-(
L3'7)7':195(G74>(^751A79747-5(@':8147<3(I84(6_L^@I`?(14(&0(Z*B*!*($+00(-4(5-a*(6U+(!R,("124(U00?T(=2<4-84(4>-(
8<3F7'-3471974D(<F(1(54:'-34J5(7'-347F71A9-(73F<2K147<3*(

<:* B1F-;:12'5(155<8714-'(G74>(73':542D(5413'12'5(13'(A-54(=218478-5(7389:'73;0(A:4(3<4(97K74-'(4<0(-382D=47<30(
F72-G1995(13'(=155G<2'(=2<4-847<3(K:54(A-(73(=918-(G>-3(54:'-34("LL(75(54<2-'(<2(42135F-22-'*(

=:* I(8<K=9-4-(9754(<F(199(54:'-34('141(-9-K-345(8<99-84-'(AD(XYB@^(75(1)1791A9-(14(GGG*3D5-'*;<)/'141%=27)18D%
5-8:274D/54:'-34%'141%73)-34<2D(13'(AD(G27473;(4<H(!>7-F("27)18D(#FF78-20(X-G(Y<2N(B414-(@':8147<3(
^-=124K-340(CV(b15>73;4<3(I)-3:-0(I9A13D0(XY($&&U+*(

>:* W>-(27;>4(4<(>1)-(8<K=917345(1A<:4(=<557A9-(A2-18>-5(13'(:31:4><27c-'('7589<5:2-5(<F("LL(1''2-55-'*(
!<K=917345(K1D(A-(5:AK744-'(4<(XYB@^(14(GGG*3D5-'*;<)/'141%=27)18D%5-8:274D/2-=<24%7K=2<=-2%'7589<5:2-0(
AD(K179(4<H(!Ê48(:)-24<(48Bd94/LB0(5-8:=!&(D()]TJ10.020(')-4(B(<))2.6.4(5)1.8(')4(:))-2(-4>)-28141(LgEOÄ%Q-$W!B'I$2C9A133'D0(-0.

+:@E?:$+>;?8O:$ 8=Q$,8>8$ +:@E?B>L$	"G05:0+*0:>9?P0+AD090+"RR+A?GG+P0+:<790*+5;*+<D0+'97<0><?7;:+<5K0;+<7+0;:&90+"RR+A?GG+P0+ '97<0><0*$+M>D0>K+5GG+<D5<+5''GQN+ × W:?;6+5+>G7&*+79+?;895:<9&><&90+7A;0*+5;*+D7:<0*+PQ+5+<D?9*+'59<Q-+ W:?;6+!7;<95><79+7A;0*+5;*+D7:<0*+:7G&<?7;+ #<D09$+ "G05:0+*0:>9?P0+D7A+*5<5+:0>&9?<Q+5;*+'9?,5>Q+9?:K:+A?GG+P0+E?<?65<0*+?;+5+E5;;09+<D5<+*70:+;7<+ >7E'97E?:0+<D0+:0>&9?<Q+78+<D0+*5<5$+ LCIS maintains PII in a Secure Database with the following certifications: ISO/IEC 27001:2013 Certified, ISO/IEC 27018:2014 Certified, ISO/IEC 27017:2015 Certified, ISO/IEC 27032:2012 Certified, ISO/IEC 27701:2019 Certified All PII is kept confidential and destroyed upon completion of the assignment. Payments are processed using PCI compliant systems. Employee access to sensitive data is restricted.
3=@?LC>B;=$	L5<5+A?GG+P0+0;>9Q'<0*+AD?G0+?;+E7<?7;+5;*+5<+90:<-+

0%2*'-0*%'$	
+B0=8>E?:$	
.?B=>$289:$	Lydia Callis
*B>I:$	Owner, CEO
,8>:$$	11/12/2020