



To whom it may concern:

I hired Donna Mounce from Jill of all Trades to assist me with some office duties. I then added bookkeeping duties.

I have found Donna to be reliable, honest, hardworking and a quick learner. She is also flexible with the hours that she is able to work for any time sensitive work that comes up in the course of my business.

She is knowledgeable in a wide variety of office and computer skills.

I would not hesitate to recommend anyone hiring her to do their bookkeeping.

If you wish to contact me about Donna I can be reached at 250-836-3103.

Sincerely,

A handwritten signature in black ink that reads "Tia Lemieux". The signature is written in a cursive, flowing style.

Tia Lemieux

Owner

TL Design and Inkx Printing-Sicamous, BC