

Commercial Interior Supplies

product sourcing specialists

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Attention of Vicki-Kyle Lawrence

Clere Book Keeping Services
The Beeches
2 Greenways
Newbury
Berkshire
RG20 9TD

27th July 2009

Dear Vicki

This letter confirms my appreciation for the excellent work recently carried out by Clere Book-Keeping on behalf of CIS.

The company's twelve months invoices and expense records needed to be turned into a set of books for our accountants to approve and submit to HMRC in time to meet year end deadlines.

The work was carried out in very good time with the minimum of fuss and Vicki demonstrated a quick appreciation of the CIS business offering valuable advice from the information produced.

Vicki also carried out a review of the company's previous VAT returns, which were corrected and balanced in time for the final quarter's figures.

Now that "structure" and "order" have been introduced into the company's books the production of ongoing monthly management data has been considerably simplified and enhanced.

I would therefore have no hesitation in recommending Clere Book-Keeping Services to any business looking to produce accurate accounts information and wanting to bring order to their accounting processes.

Yours Sincerely
For CIS



Mike Adams
Director

www.commercialinteriorsupplies.co.uk