

# tiemedia

January, 21st 2009

To whom it may concern,

Cynthia Wells has worked for our companies — The Inner Ear magazine and now TIEMEDIA — for a period of about ten years. As our bookkeeper, she is responsible for the maintenance our financial records, utilizing Excel and QuickBooks. Mrs. Wells has always provided accurate and timely services that enabled our company to have a clear picture of our financial status. In the publishing industry, we are often faced with advertisers who are slow to pay and need to be constantly reminded to bring their accounts up-to-date. Cynthia devised a system of follow-up calls and letters to monitor those clients, which enabled us to significantly reduce outstanding revenues from accounts receivable. She also designed a spreadsheet to track subscriptions for our publication and integrated it into QuickBooks to monitor client payments.

I recently received hands-on training with QuickBooks, so that I can maintain our records and develop a better understanding of the software. I have found Mrs. Wells and the services she provides through First Order Business Services to be outstanding in regards to knowledge, reliability and support coaching with the QuickBooks learning process.

I continue to utilize her services for all my professional and private accounting needs and highly recommend the use of her services.

Regards,  
Cheryl Fisher  
TIEMEDIA

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