



mid-states bolt & screw co.

the dedicated fastener people.

2435 S. Grand Traverse Street
Flint, Michigan 48503 (810) 238-3555

May 22, 1997

TO WHOM IT MAY CONCERN:

This letter is written to provide an employment and character reference for Margaret L. Allen. I am a former partner of Lewis & Knopf, P.C. and was Ms. Allen's Supervising Partner from July 1992 through June 1996. I left the firm after 20 years, in June 1996 to accept a position with Mid-States Bolt & Screw Company, Inc.

We selected Ms. Allen to fill the position of LAN Administrator and Client Support Services Provider from nearly 100 applicants. The deciding factor in that choice was that Ms. Allen would bring with her not only LAN and computer support expertise, but accounting, management/supervisory, accounting software, marketing and training skills as well.

Soon after joining our firm, Ms. Allen was asked to tackle the project of transferring data from our IBM System 34 to the PC environment. Even though Ms. Allen did not possess prior experience with the System 34 or emulation software, she considered the project her kind of challenge and proceeded to learn about the System 34, emulation software, and the necessary RPG program commands required to export the data. Within 6 months Ms. Allen had the data exported from the System 34, had the PC-based Time & Billing software up and running using that data, and had provided training to Lewis & Knopf staff members.

Services provided to Lewis & Knopf staff from 1992 to June 1996 included LAN Administration for a Novell Server, troubleshooting, support for 35 workstations plus peripherals and Software support, installation and training to users. Upon a return visit to Lewis & Knopf a few months after accepting my current position, I found that Ms. Allen had made many improvements to the existing system. Ms. Allen had presented her recommendations to the 7 partners, was granted funding and had proceeded to add or upgrade the following: added an NT Server, Fax/Modem Server capabilities, moved users from a DOS OS to Windows 95, provided Partners & Managers with notebook computers with dual PCMCIA cards (modem & network card) which allowed them to work remotely from the client office or use their notebook in the office, and upgraded workstations.

Saginaw, Michigan
517-753-3492

Charlotte, Michigan
517-543-4744

Lansing, Michigan
517-482-2200

Gaylord, Michigan
517-732-3265

I found Ms. Allen to be equally competent, innovative and energetic in providing computer consulting, analysis, design, support and training services to our clients as she has proven herself to be with services she provides to Lewis & Knopf. Because of her efforts in promoting and expanding the MAS Department services and client base, by 1996 she had added a Technician and an Administrative Assistant to the department to help handle the work load.

I would strongly recommend that Ms. Allen be given serious consideration for any position for which she might apply. Ms. Allen's willingness and desire to tackle new challenges, expand her knowledge-base, and master new areas of expertise, have truly been one of the qualities that sets her apart from other exceptionally skilled individuals.

If I can provide you with additional information pertaining to Ms. Allen's capabilities or her employment with Lewis & Knopf, please feel free to contact me at (810) 238-3555.

Sincerely,



Archie D. Canterbury, CPA
Vice President and General Manager