

To whom it may concern
Capital Radio Group
London

2 November 1999

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Dear Sir or Madam,

Re: Reference for Alison Wheeler

This letter is to confirm that I personally and the staff from my company have worked with Alison to deliver the pilot E-Commerce application for integration with large ERP systems in a leading electronics distributor.

During the project, Alison managed:

- Relationships with multiple suppliers.
- Co-ordinated internal and external resources.
- Demonstrated good listening and communication skills.
- Was “in the same boat” with the team, encouraging a determination to succeed.
- Set technical and general project objectives. Monitored and managed performance against those objectives.
- Prepared and managed the specifications, from requirements’ definition through to detailed technical detail.
- Alison demonstrated a thorough knowledge of the technical options available and made decisions to keep the project on track.
- Alison remained energetic and positive throughout the project “ups” and “downs”, ensuring that her company’s interests and objectives were best met.

I trust this document demonstrates her mature and professional attitude in the execution of her role with her previous employer. We found Alison an effective project colleague, who rose to the challenges typical in projects of this kind. We would work with her again.

Yours sincerely,



Paul A Cunnington
Sales Director