



Feast Field • Horsforth • Leeds • LS18 4TJ • Tel: 0113 239 0111 • Fax: 0113 239 0222
E-mail: <first name>.<surname>@pjgfs.com • www.pjgfs.com • www.pensionsifa.com

Mrs G Price
Evergreen Business Support
Aspect Court
47 Park Square East
Leeds
LS1 2NL

Our Ref: PJG

25 May 2006

Dear Gill

EVERGREEN SERVICES

I have been meaning to write to you for some time to acknowledge the magnificent service provided by your team.

With nearly forty years in this business I have found it almost impossible to find in any one typist or administrator the absolute qualities provided by your service as follows:


1. Confidentiality.
2. Professionalism.
3. Accuracy.
4. Reliability.
5. Familiarity with the obscure terminology of our business.
6. Cost incurred at the point of delivery/use only.

The current pace in Financial Services demands that all our administrators have Financial Services Industry Qualifications. We can no longer afford the luxury of dedicated typists and secretaries. Your Virtual Office service supplies all our typing needs from file notes to suitability letters. The facility to dictate into any telephone, 24/7, from any location worldwide, and have the document on our screens within the hour, gives us an edge that we should really keep secret!

Finally, your "in while you're out" answering service is so good that we can not tell the difference between our own staff and Evergreen when the service is in use.

In summary, we are delighted with Evergreen

Yours sincerely,


P J Gilligan Cert PFS
MANAGING DIRECTOR

