



June 17, 2003

Organized by Us
Montvale, NJ 07645

Dear Dorothy:

As the owner of a fast-growing litigation support business, it became apparent to me that our company could benefit from professional organizing services.

Organized by Us provided a practical and professional approach to organizing TAG Litigation and continues to streamline systems with their ongoing maintenance.

Thank you for helping us with the transformation of our office by implementing the following systems and procedures:

Systems:


- Converted invoicing system to QuickBooks
- Created a project tracking database
- Set up a message retrieval center and system for incoming/outgoing communications
- Customized "Take Action" filing systems for all employees
- Set up a media storage system for trial data by law firms
- Implemented an employee vacation tracking system
- Created time sheet forms
- Organized a business card retrieval system

Procedures:

- Centralized client/office administration files and software
- Created logs for courier services and key contact list for employees
- Organized office supplies and ordering system
- Improved reporting forms for trial managers including the addition of expense reimbursement forms and logs
- Organized kitchen and created a menu binder
- Improved Time Management including initiation of weekly staff meetings

I highly recommend Organized by Us for all your business organizing needs. Please feel free to contact me with any questions at (800) 824-9055.

Sincerely,



Todd A. Goldberg