

September 19th, 2012

Re: Mr. James Funk / Clean Slate

To whom it may concern;

My name is Ayako Nagano, and I am a principal attorney at Midori Law Group, P.C., a law office based in Berkeley, California. I had the opportunity to work with Mr. James Funk for two years, and I am more than happy for this opportunity to vouch that James is both capable and trustworthy.

James offered organizing and office services to do freelance work for my law firm beginning in 2010 during a time when I did not then have a bookkeeper or office manager at my law firm, and was traveling and staying out of the country frequently. Jim told me before beginning that he would learn what needed doing and then operate without much input being needed from me, which at the time was necessary, and that proved to be true and very helpful.

As promised, Jim worked autonomously (mainly off-site in his own office), handling the various areas he took on in large part behind the scenes and at his own initiative, and did a good job of keeping things on track during this very busy period. Our bills got paid and on time, payroll was processed, the books were balanced. Jim also helped at times with our monthly billing and some occasional collections, and created and maintained an orderly digital document archive, basically encompassing every document and receipt he handled during that period.

He likewise proved to be trustworthy over the two years we worked together, having check-writing and other administrator privileges generally, i.e., keys to our building and offices, log-in access to a number of company financial accounts and to our accounting file, and to our general documents archive. He also found and engaged certified public accountants on my behalf, established a new credit account, interacted with several of our vendors and clients, and did some occasional *maintenance on* the computers in my offices, among several other miscellaneous tasks, many of which were engaged on the spur of the moment, as needed, and which he handled competently and honestly on my behalf.

In summary, I would recommend Jim and his services unreservedly.

Sincerely,


Ayako Nagano