

20<sup>th</sup> March 2007

Inoffice Services  
Unit 5/8 Garden Street  
Clayton Vic 3168

Attention Andrew Herschell

### TO WHOM IT MAY CONCERN

This letter of introduction is to confirm Inoffice Services have been providing Hyundai Motor Company Australia with both Building Construction and Office Fit out services to our organisation over the last three **(3)** years.

During this time the principal, Mr Andrew Herschell and his dedicated team have provided an excellent service with the greatest care and professionalism at all times.

I have no hesitation in recommending Inoffice Services to any prospective client that may be requiring there services.

Should you require any expansion on the above, please do not hesitate to contact the writer on the following contact numbers:-

(Office) 02 9763 3780, (Facsimile) 02 9763 3788, (Mobile) 0411 2002888,  
(Email) paul\_shoobert@hyundai.com.au

Yours sincerely



for Paul Shoobert  
Hyundai Motor Company Australia  
Project Director Facility Services



**BROADLINE PTY. LTD.**  
CONSTRUCTION MANAGEMENT  
BUILDING REFURBISHMENTS  
1 RODNEY AVENUE, BEECROFT, 2119.  
PHONE: (02) 9484 4982  
FAX: (02) 9484 4975

August 2, 2006

Inoffice Services Pty Ltd  
Unit 5/8 Garden Road  
Clayton VIC 3168

Attention : Mr Andrew Herschell

**RE: Salesforce Call Centre Geelong  
Level 4 24 Moorabool Street Geelong  
Internal Fitout**

Dear Andrew,

I would like to take the opportunity to thank you and your company for a job well done in completing the internal fitout of the above project.

The works carried out were of high quality and were completed in a record time for the extent of works undertaken.

To be able to complete such a quality project in such a critical time period is a credit to your Project Manager Jamie Keating and your very capable site staff team..

Jamie's ability to keep the project on programme and on budget and maintain a harmonious site is a credit to his management skills in this regard.

I have thoroughly enjoyed working with your company and in particular Jamie, who has kept this very important project on track and achieved every goal which has been set for him.

The project has been first class and your major contribution to the success of this project is greatly appreciated.

Yours Faithfully

Peter Blundell  
Project Manager  
Broadline Pty Ltd



21 August 2007

Mr A Herschell  
Inoffice Services Pty Ltd  
Unit 5/ 8 Garden Road  
Clayton VIC 3168

Dear Andrew,

Having now completed the new office fitout, we are pleased to provide your company the following reference:

*Our company operated from our former office for in excess of 11 years. We required the services of a company that could assist us with the "Make Good" for the existing office as well as undertake the fitout of our new office.*

*Inoffice Services Pty Ltd was that company.*

*We worked well as a team from the design phase of the project through to completion. At all times Inoffice Service's objective was to ensure all our requirements were satisfied.*

*It was important to have our new office fitted out within a relatively short period of time, a deadline which Inoffice Services promised would be met and on which it delivered.*

*The Inoffice Services' staff were always friendly, courteous and most importantly were receptive and responsive to our requests.*

*We are very satisfied with the new office fitout and have no reservations in referring Inoffice Services to other companies requiring similar services.*

*Yours Sincerely*

*Alex Cocchiara*  
CFO

**Best Source Safe Food**

Michael Waring Trading Pty Ltd  
trading as MWT Foods  
ACN 007 298 615 • ABN 11 090 966 276



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19 MAY 2008



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Trading as Formula Homes  
444 Waverley Road East Malvern Victoria 3145  
Telephone 9572 5558 Facsimile 9572 5557

15<sup>th</sup> May 2008

In office Services  
Unit 5/8GardenStreet  
Clayton 3168

Attention: Shayne Thomas

Dear Shayne,

The fit out is now completed and of all the suppliers your company stood out for delivering the product on time and to the required quality. We would like to thank you for the professional way you undertook the task and for delivering on all your promises.

Your quote was very competitive and we would have no hesitation in utilizing your services in the future.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Peter Bourke', with a long horizontal flourish extending to the right.

Peter Bourke  
Managing Director