

Our Reference: JAL/VC
Your Reference:



The
HAWKgroup

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Shelley Tarrant
Advantage Northampton
Secretarial Services
51 East Oval
Northampton
NN5 7NP

17th April 1998

Dear Shelley

Re: Environment Agency Public Meetings

I am writing to thank you for the outstanding service provided with the transcriptions of the Environment Agency Public Meetings.

Your reaction when we first contacted you with the format and content of the meetings inspired confidence, and this was carried through with excellent results, well within the 48 hour turnaround required on each occasion. The transcriptions, each over 16000 words, were accurate and well presented, no mean achievement when working from a recording of an open forum of this kind!

The Environment Agency were also impressed and we both look forward to working with you again - if you can stand the stress.

My personal thanks once again.

Kind regards

Yours sincerely

A handwritten signature in black ink, appearing to read 'J. Alan Lawday'. The signature is fluid and cursive, with a long horizontal flourish extending to the right.

**J. Alan Lawday
for The Hawk Group**