

TRANSLATING AND INTERPRETING

in all languages for justice, business and industry
Member of the German Association of Translation Offices

Postal Address:
NOWAK GmbH - POSTFACH 110610
93019 REGENSBURG, GERMANY

Office:
Luzengasse 1
93047 Regensburg
Tel.: +49 941 585630
or 51262

Email:
nowakgmbh@t-online.de
www.nowak-translation.com

January 2009

REFERENCE

Ms. Grace Francis, date of birth 5th January 1979,
residing at 34 Gretel Place, Auckland, New Zealand,
has been employed as a translator in our firm since 1st June 2006.

Ms. Francis completes translations into English, such as: advertising brochures,
websites, technical manuals, business offers and correspondence, informational
texts, press releases, scientific presentations, legal contracts, etc. She has also
worked as an interpreter for business conferences and workshops.

We would like to draw particular attention to her quick understanding, careful work,
conscientiousness, and very good language skills.
She has reliably fulfilled all assigned tasks to our fullest satisfaction and that of our
clients.

Although she has returned to New Zealand, we will maintain her employment as a
part-time work-from-home position, because we do not want to lose her valuable
contribution.

We wish Ms. Francis much success for her future career and life.

(Signed) (Stamp: Translation Office, Germany, NOWAK GmbH)

Theresa Forster
Manager