



August 22, 2002

To Whom It May Concern:

I take the opportunity of my impending retirement to write this letter of recommendation for Melanie J. Conran.

She has worked for The Great Gazebo as Graphics Chief since June 1997, with a one-year break in service in 1999 when she moved out of state to continue her university education. Even during that time, however, she continued to do individual jobs for us at home in the evening and emailed us the results. Throughout all of the time she has worked for us, I have been her direct supervisor.

The Great Gazebo manufactures portable sales and promotions booths and markets them all over the world. We print over 95% of our booths with the customer's logo and/or design. This is what sets our highly visual products apart from everything else in the market. Graphics on our products, in our marketing, and as a key part of the sales process is crucial to our company's success. If you want to see some examples of Melanie's work, visit our web site, [greatgazebo.com](http://greatgazebo.com), and look at the photo gallery.

Melanie is responsible for all graphics work for our company including contact with the customers to obtain artwork, converting and cleaning it up, preparing color layouts (an integral part of the sales process), and preparing all of the prepress materials and screening instructions. She designs and produces all of our marketing materials: flyers, brochures, card deck cards, faxes, and magazine advertisements. She is also responsible for the graphics on our web site. In addition, when the sales department gets extremely busy, she will answer sales calls and inquiries.

Melanie is absolutely trustworthy, thorough, timely, and precise. When you give her a job to do, you can be certain that she will complete it in the most professional manner. She monitors the due dates for the customers' orders and keeps us all on track to make sure that we can produce the product, on time, in the way that the customer wants it. I cannot imagine wanting to run this company without her. If you asked me to rate her performance on a scale of 1-10, I would have to rate her at a 12. You will not find any better.

A handwritten signature in black ink, appearing to read 'Kirby L. Smith'.

Kirby L. Smith  
Chief Executive Officer

**The Great Gazebo, Inc.**

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