

Windward Skins Limited



Head Office: 15-21 Douglas Street,
Balclutha, New Zealand.
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Telephone (03) 418-2800.
Fax (03) 418-3800.

May 4, 1992

TO WHOM IT MAY CONCERN

MRS SHARON. D. LARKIN first became known to me May 1980 when I joined D.I.C. Stores Limited and she was included in the employees under my control.

At this time she was employed as Assistant Credit Manageress Dunedin, accountable for the company's Otago debtors ledger and cross checking of prospective account holders. A staff of 3 clerks were under Sharons control and she handled this position with positive ease.

In 1982 Sharons confident approach to her existing position saw her promoted to Credit Manageress for D.I.C. Dunedin, a position also well within her capabilities.

In January 1984 when I was promoted to Head Office Sharon was promoted to Customer Services Manager, responsible for full store administration in accounting area involving staff control of 12 office staff, all female, as well as control of the Inwards Goods/Despatch area and 4 male staff.

This is the position Sharon was holding when I left D.I.C. in 1985.

In 1988 Sharon was employed by Wilson Neill Ltd as General Clerk Export Division under my direct control. Her responsibilities in this position included Debtors, Creditors and Data Processing.

In 1991 Sharon became General Clerk for Wilson Neill Ltd Head Office with the same responsibilities as above but including Executive Payroll and Monthly Profit and Loss Reporting.

Sharon has been a conscientious, hardworking and willing employee with a high standard of professional skill and the ability to establish a successful career.

I have no hesitation in recommending her for any position and would be pleased to answer any specific questions on request.

B.R. MEDDINGS
CHIEF EXECUTIVE

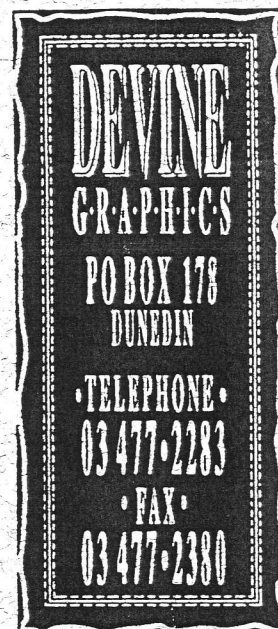
Sales branch — Auckland
Unit 6, 7 Porana Road, Glenfield.
P.O. Box 100-043, North Shore, Auckland 10.
Telephone (09) 443-1961.
Mobile (025) 940-214.
Fax (09) 443-2113.

Sales branch — Sydney.
Unit 4, 29-33 Bourke Road
Alexandria, Sydney, N.S.W. 2015
Telephone (02) 699-2649
Mobile (018) 260-992.
Fax (02) 319-2348

31st August 1994

TO WHOM IT MAY CONCERN

Sharon Larkin has been employed by Devine Graphics from June of 1992 to the end of August 1994. During this time she has played a very large part in the setting up and on-going success of our small business. Sharon has proved herself to be extremely capable in all aspects of office management, quick to grasp technical concepts and equipment, and consistently handled some very demanding situations in a manner that can only be described as thoroughly professional.



Her numerous duties included:

ATTENDING TO RECEPTION AND TELEPHONES -

Tasks which Sharon handled with courtesy that gave an excellent first impression of our business and saw her developing a great rapport with our clients.

GENERAL OFFICE ADMINISTRATION -

Sharon was responsible for setting in place a series of systems that have not only contributed to the smooth running of our business, but have also given us a professional edge.

ORGANISING OUR DEBTORS AND CREDITORS -

We will be forever grateful for the system Sharon developed that is customised to our complex requirements.

SPECIFYING AND OBTAINING QUOTES -

Sharon was quick to grasp the many variables that come into play when carrying a job through from concept to final print.

TYPESETTING AND BASIC DESIGN LAYOUTS -

With her excellent typing skills and the ideas on design she learned with us, Sharon was able to put ads and leaflets together (often under stressful time constraints) with ease.

DARKROOM AND BASIC FINISHED ART PASTE-UP -

Producing bromides and ruling up artwork to printers specifications became a task Sharon was called upon to do often.

Aside from all her undoubted skills, Sharon is a reliable, honest and obliging person who takes a great deal of pride in her work. She leaves us of her own accord, now that she has seen our fledgling business take flight, to take on a position that offers her more of a challenge. I will be forever grateful for her contribution to the image of Devine Graphics and have no hesitation in recommending her to any prospective employer. I am available at any time for a telephone reference if required.

Yours faithfully
DEVINE GRAPHICS

Carol Devine

CAROL DEVINE
CREATIVE DIRECTOR

TO WHOM IT MAY CONCERN

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Partners:
Donald A. Horal B.Com CA
Lindsay L. McLachlan B.Com CA
Paul W. Moodie B.Com CA
Ross A. Smith B.Com CA
Evan S. Taylor BA, B.Com CA

Associates & Directors:
T. Ross Alexander B.Com CA
Craig A. Benington B.Com CA
Matthew D. Taylor B.Com CA

RE: SHARON LARKIN

Sharon was appointed to our Compliance Division in February 1997 and since that time has proven herself to be a reliable and hard working employee who has impressed both her peers and superiors. Sharon has a professional attitude to her work and we have also been impressed with her ability to take on more work and accept the challenges we have given her.

Sharon leaves us with our very best wishes and I can provide you with no greater recommendation than, if given the opportunity, I would re-employ Sharon without question.

Yours faithfully,
TAYLOR MCLACHLAN



P W MOODIE
Staff Partner

23 June, 1998

Sharon Larkin

From: Clark Pearson [clark@robinstuart.com]
Sent: Wednesday, 30 July 2003 13:24
To: Sharon Larkin (Sharon Larkin)
Subject: Goodbye

Sharon,

It is a little bit sad I'm not at lunch with you today, but you know my thoughts are with you.

I just wanted to say thanks for bringing some much needed stability to the organization, and all the help you have given me during your time at Casmor. I always believe work is about people, not products, and it is always great to know & work with nice people.

I pray you enjoy the challenge you have put before yourself, and hope you continue to take a few more risks in your life.

God Bless & thanks again

Love

Clark Pearson
Robin Stuart International Pty. Ltd.
Ph 61 2 8850 5058
Fax 61 2 8850 5098
Mbl 61 418 249 483



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22 June 2006

To Whom It May Concern

re: Sharon Wright

Lifetech Laboratories Ltd operates a specialised plant propagation laboratory in Albany.

Sharon commenced work with us in January 2004 and remained until June 2006. Her position was full time as Office Administrator in an office shared with a part time assistant. As such Sharon has been responsible for all aspects of running the office from reception and errands to managing our foreign currency accounts.

She has been responsible for our pay roll of 120 made up of both full time employees and shift workers including productivity bonus schemes and employee contracts. She is familiar with employment and tax legislation as it applies to the payroll as well as using Excel spreadsheets and our data base to enter detailed production information. Sharon has been totally competent in dealing with staff and IRD issues.

An important part of her role has been overseeing the export documentation and invoicing and coordinating freight and charges. She has been responsible for Accounts Payable and Receivable and Reconciliation of Bank Statements in a multi currency accounting system.

During the time Sharon has worked for Lifetech we have found her to be an honest and friendly lady who has carried out her duties in a capable and professional manner. She has been completely reliable and loyal in her dealings with our staff, our customers and suppliers and has maintained a good relationship with these people and with ourselves.

We wish her all the very best for the future.

Yours faithfully

LIFETECH LABORATORIES LTD

A handwritten signature in dark ink, appearing to read "Ruth Purdy", is written over a horizontal line.

Ruth Purdy
Joint Managing Director