

ACME Australia  
22 Mary St, Miranda NSW

19 December 2008

## Statement of Service

Joe Citizen was employed full-time (35 hours per week) as an Accounts Clerk from January 2006 to December 2008.

Duties included:

- Cash register reconciliation
- Preparation of invoices
- Filing of transaction documents

Yours faithfully,

*D. Smith*

General Manager