

March 6, 2005

To Whom It May Concern

I had the opportunity to work with Linda Lopeke at Xerox on the 2004 Sarbanes - Oxley Compliance project in Canada. Xerox Canada had to comply with the US Sarbanes - Oxley Act for the first time by year-end 2004. When Linda joined the project in July of 2004, the project team was behind schedule in meeting key milestones and the group was not working together as a team. Linda was key in providing support to get the project on track and creating the group cohesiveness that led to the ultimate success of the project.

One particular success Linda was integral in helping us remedy was a last-minute non-compliance issue. A service provider had been asked to supply a Section 5900 (Canadian equivalent of the US SAS70) early in the project. In November, the service provider communicated their inability to provide the requested document. Linda led the group tasked with ensuring an AUP report was received in an extremely limited timeframe. She facilitated the process and dealt with the challenge of key people working for the service process that had not bought into the task. The audit was completed efficiently and delivered on time with the report accepted by all parties. Compliance was achieved largely due to Linda's communication and negotiation skills and her methods and techniques for group and stakeholder management. Her ability to assess the supplier relationship, and quickly grasp the legalities of the contract, the intricacies of the data systems and business processes involved, then set comprehensive audit objectives (to direct the testing and work performed by the supplier's external auditor) and gain commitments from all stakeholders was instrumental to delivering timely closure.

In 2005 I assumed the position of Manager of Internal Control and Sarbanes - Oxley. Linda continued to work with me as the internal control team changed from focusing solely on Sarbanes - Oxley and reintegrated the Internal Control elements that had been laid aside in 2004. She provided guidance on integrating the new tasks, direction on assimilating new team members as well as advice and support for me in the new role. Due to Linda's expertise and advice, I was able to take individuals with diverse backgrounds and skill sets and incorporate the multiplicity into an integrated team.

Linda has the unique ability to envision superior success as the only possible outcome and then to take the necessary intermediary steps to fully deliver that success. Linda is organized, motivated (as well as motivating) and the consummate professional. She is an excellent communicator and on more than one occasion accomplished the goal while working with complex personalities and considerably challenging circumstances. An exceptional Project Manager, Linda has extensive knowledge in a wide variety of management techniques, and expertise in multiple professional disciplines as well as remarkable business acumen. She is further adept at executing the management techniques while training others to rapidly achieve the same proficiency.

In summary, Linda is an absolute pleasure to work with and a valuable and highly skilled resource. She is committed to achieving the highest level of success and to freely sharing her vast knowledge in helping others reach their potential.

I sincerely hope I will have the opportunity to work with her again in the future,



Lisa Larsen, CA  
Manager of Internal Control and Sarbanes - Oxley

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