

MECHANICAL & PROCESS SYSTEMS

Mechanical Contractors

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To whom it may concern

Mechanical & Process Systems, LLC (MPS) is a small/medium sized mechanical contractor established in 2003. When MPS' bookkeeper of 2.5 years – who maintained a near immaculate set of books - turned in her Notice, MPS was hard-pressed to find a temporary bookkeeper/bookkeeping Service to fill the void until the Company was able to find an permanent employee for the position.

Enter Justin Sheffield, of Sheffield Bookkeeping, LLC.

Justin Sheffield – the Owner of Sheffield Bookkeeping LLC - was able at a Day's notice, to arrive at this company's office to get familiar with this contractor's bookkeeping means/methods.

Certainly, with the numerous Service and Construction contracts, and MPS' management's zealous requirement to be able to track each projects cost - data entry of bills and Union payroll (along with the numerous benefits accounts) - becomes critical if it is to be recorded accurately.

With his expertise of Quick Books and booking, and his innate sense of accounting, Justin was able to settle in and handle the data entry quickly and efficiently. Additionally, Justin was able to prepare client invoices, prepare monthly sales tax reports, attend AR/AP, accurately attend weekly Union payroll, compile weekly financial reports for the company president, reconcile bank and credit card accounts, correctly attend Union Dues/reports, and provide Notary services.

It should be noted that MPS' banker – who was aware of the bookkeeping predicament at this company at the time – was very impressed with Justin's ability to take accurate charge of MPS' books and banking affairs.

Justin is honest, dependable, forthright, attentive, hardworking, and efficient.

.....And Justin will give you his best until you may not need his services anymore; for example – when MPS hired its full time bookkeeper, Justin wrote up a very precise instruction sheet on what needed to be done on a daily, weekly, bi-weekly, monthly, and annual basis; he did not use any protectionist or self-serving tactics, but shared his (MPS) new found knowledge with the new employee to help MPS.

I am honored to recommend Justin Sheffield of Sheffield Booking, LLC to any individual/company who needs the service of a 1st class Bookkeeping Service.

Certainly, I can be contacted in any event pertaining to the opinion expressed above.

Sincerely



Michael Gonsalvez
President