



THE BUREAU OF NATIONAL AFFAIRS, INC.

Paul N. Wojcik  
President and  
Chief Operating Officer

(202) 452-3799  
Fax: (202) 452-4226  
E-mail: pwojcik@bna.com

November 15, 1995

To whom it may concern:

Bob Brooks has been employed by The Bureau of National Affairs, Inc., since 1974. His current salary is \$200,000.00. He began his career at BNA as a district sales representative, and has served as Product Manager and Marketing Manager for Tax Management, Inc., Marketing Manager for BNA, and General Manager of BNA Software. In 1991, he was appointed Vice President and Director of Sales & Marketing.

As Vice President and Director, Bob took over a sales and marketing effort that had, for several years running, failed to meet sales goals while exceeding its cost budgets. Sales costs to sales ratios were at all-time highs. During his tenure, improvements were immediate and dramatic; total new sales nearly doubled in a three year period. That accomplishment alone is impressive. Add to that the fact that it was done while keeping sales costs relative to sales at historic lows, while the company was facing unprecedented competition, and while the product line was changing from print to electronic delivery. In that context, Bob's achievements were, by all standards, remarkable.

Sincerely,

Paul N. Wojcik