



STATE OF INDIANA

Mitchell E. Daniels Jr., Governor

DEPARTMENT OF ADMINISTRATION
Minority and Women's Enterprises Division

Indiana Government Center South
402 West Washington Street, Room W469
Indianapolis, IN 46204
(317) 232 - 3061

January 22, 2007

Maria Elena Goble
Custom Forms, Inc.
2520 N. Salisbury Street
West Lafayette, IN 47996

RE: IMPORTANT NOTICE REGARDING RE-CERTIFICATION DATE

Dear Maria:

In 2005, it was discovered that re-certifications updated in 2004 were completed without the legally required site visit. We appreciate your willingness to assist our office with correcting this oversight when you allowed us to conduct the required site visit in September 2005. Now we are in the position to return the favor. After a thorough review of the regulations, we have determined that the site visit and accompanying review conducted in 2005 for your firm will qualify you for an extension of your certification period. Therefore, your current certification will not expire until September 30, 2008. Please use this letter as your current certification notice and disregard all others.

Your company provides a commercially useful function in the areas listed below. Only work performed in these areas will be counted towards Minority/Woman Business Enterprise participation:

UNSPSC CODES(S)

Code	Description
44120000	Office supplies
80141800	Mailing services
82121500	Printing
82121505	Promotional or advertising printing

Although your certification has been extended, you will be required to submit an annual *Affidavit of Continued Eligibility*, which reflects updates regarding the issues critical to maintaining your certification. However, you must notify us immediately if any changes occur. Failure to notify us of changes or to provide the *Affidavit of Continued Eligibility* form annually will result in revocation of your certification. Changes include, but are not limited to:

- Change in location or contact information (address, phone number, e-mail address, etc.)
- Change in services provided (amendment to certification)
- Change in ownership
- Change in control

In addition to your official notifications to this office, we encourage you to visit our website at www.in.gov/idoa/mwbe and update your Business Registration Profile. It is important that you review and update your profile regularly, because state purchasing agents and prime contractors will use this information to contact you for business opportunities. For questions regarding your registration profile, you may contact Amy Redding at (317) 234-0234.

While this letter serves as notification of certification, it does not serve to prove continued eligibility. Please visit <http://www.in.gov/idoa/minority/Certifications.xls> to verify certification status. Please contact our office at (317) 232-3061 if you have any other questions.

Sincerely,

Claudia Cummings
Deputy Commissioner
Minority and Women's Business Enterprises
(317) 232-3061 phone
(317) 233-6921 fax

cc:file