



May 23, 2011

SB APP

Supplier #39638  
QUAD EXPRESS PRINTING INC  
3324 INVESTMENT BLVD  
HAYWARD CA 94110

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Dear Business Person:

Congratulations on your certified small business status with the State of California. Your certification entitles you to benefits under the state's Small Business Participation Program within state contracting, including a five percent bidding preference and special provisions under the Prompt Payment Act.

### **Certification Period**

From May 20, 2011 to May 31, 2013

### **Business Types**

Manufacturer

### **Classifications**

323110 - Commercial Lithographic Printing

323114 - Quick Printing

323122 - Prepress Services

731519 - Industrial printing services

821215 - Printing

### **Proof of Certification Status**

To verify your firm's small business certification status go to <http://www.eprocure.dgs.ca.gov/default.htm> and select "SB/DVBE Search."

### **Annual Submission Requirement**

To maintain your certified status, you must annually submit to the office of Small Business and DVBE Services (OSDS), proof of annual receipts and proof of employees for your firm and each of your affiliates (if any).

#### **Proof of Annual Receipts**

Submit to OSDS, a copy of your firm's and any affiliate firm's ENTIRE federal tax return each year following your certification. Include ALL accompanying schedules, forms, statements, and any other support documents filed with that specific tax return.

If you request a tax filing extension with the Internal Revenue Service, submit to our office a copy of the extension form. When your tax returns are filed, submit a copy of the ENTIRE federal tax return to our office.

#### **Proof of Employees**

If you have employees whose taxable wages are reported to the California Employment Development Department (EDD) on a quarterly basis, you must annually submit to our office proof of employees for your firm and any affiliates.

We will accept a copy of the EDD's "Quarterly Wage and Withholding Report" (Form DE6) or other format accepted by the EDD. Your employee documents must cover the same four quarters as the tax return you submit for your proof of annual receipts.