

SMALL & LOCAL BUSINESS ENTERPRISE OFFICE

CITY OF BOSTON



MASSACHUSETTS

THOMAS M. MENINO
MAYOR

BROOKE E. WOODSON
DIRECTOR

March 11, 2009

Ms. Jeanne Ng
Alpha Identification, Inc.
7 Spanish River Road
Grafton, MA 01519

Dear Ms. Ng:

The City of Boston Small and Local Business Enterprise (SLBE) Office is pleased to inform you that, as of March 11, 2009, the certification has been renewed for **Alpha Identification, Inc.** as a **Minority Woman Business Enterprise** in the category(ies) of **Equipment and Supplies to Make ID Badges.**

Alpha Identification, Inc. will be listed in the City of Boston's SLBE Directory, which is available on-line at www.cityofboston.gov. It is updated quarterly. The Directory is used by general contractors, City departments, and various organizations, which are interested in utilizing small, small local, minority owned and woman owned vendors.

The continuation of your company's certification is contingent upon its compliance with the City of Boston's Certification Regulations. Pursuant to the Certification Regulations, this Office reserves the right to periodically monitor, review, and investigate any of its certified companies. Within thirty days of any change in the information contained in the original application, you must notify the SLBE Office of such change, and the SLBE Office will notify you if such change is a material change which warrants further review. If you would like to expand the scope of services your company is certified to perform, please submit a written request along with a list of work performed in that area of service and business references.

Alpha Identification, Inc. will be sent a letter from the SLBE Office at least once every three years requesting that you provide an information update to the SLBE Office. You will be required to submit the company's most recent **Tax Returns (Form 1120 or 1120S for corporations; Schedule C for sole proprietorships; and Form 1065 for partnerships; and documentation of 501 3(c) status and list of Board of Directors for non-profits).**

Your cooperation is greatly appreciated, and I look forward to assisting you in any way possible.

Sincerely,

Stacey R. Williams
Deputy Director/Certification Manager