



a state agency

business  
**oregon.**

**Office of Minority, Women  
& Emerging Small Business**

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omwesb.web@state.or.us  
www.oregon4biz.com/certification

July 14, 2015

Diana Emel  
POTTER MANUFACTURING COMPANY  
PO BOX 988  
EUGENE, OR 97402-0988

Re: Women Business Enterprise (WBE) Certification  
Confirmation  
Certification No.: 8825  
Renewal Date: July 14, 2016

Dear Ms. Emel:

Congratulations! Your business meets the state eligibility requirements as established in OAR 123-200-1000 - 2200. Effective the date of this letter, the Office of Minority, Women, and Emerging Small Business (OMWESB) has certified your firm as a Women Business Enterprise (WBE). Your firm shall be subject to the laws of this state applicable to the transaction of business.

Your certification in Oregon begins the date of this letter. Continued certification is contingent upon annual reporting of personal and business income with a more thorough review of ongoing eligibility every third year. OMWESB will notify you in advance of your annual obligation to report.

You are also required to notify OMWESB if, at any time, there is a material change in your firm, including changes in ownership, control, operational management, address, or contact information. You must notify this office in writing within 30 days of the change. Submit notification through our online e-application system ([www.oregon4biz.diversitysoftware.com](http://www.oregon4biz.diversitysoftware.com)), via U.S. Mail, or by email to [omwesb.web@oregon.gov](mailto:omwesb.web@oregon.gov). Notification should include any supporting documentation. Failure to inform OMWESB of changes or to respond to requests for annual reporting may result in decertification.

Your Company is now in the **Directory of Certified Firms** publicly available at [www.omwesb.com](http://www.omwesb.com). We recommend that you regularly view your firms information in the directory to confirm your contact information is current and that the description and NAICS codes listed accurately describe your services and/or products. Your inclusion in our directory is key to vendors and agencies identifying and confirming your certification in Oregon. As long as your firm remains in the directory, you are certified.

You may now compete for and perform work on any state, county, city, and special jurisdiction (e.g., universities, hospitals, etc.) funded projects throughout Oregon, receiving Women Business Enterprise (WBE) credit in the following areas:

NAICS-323113: COMMERCIAL SCREEN PRINTING  
NIGP-25522: DECALS, ALL OTHER TYPES OF TRANSFER (FOR SCREEN PRINTED SEE 255-28)

If you have questions regarding your certification and the codes assigned, or if you do not have access to the internet, please contact our office and I can assist you.

Sincerely,