

Jeremiah W. (Jay) Nixon  
Governor



Doug Nelson  
Acting Commissioner

State of Missouri  
**OFFICE OF ADMINISTRATION**  
Office of Equal Opportunity  
301 W. High Street, Room 630  
Post Office Box 809  
Jefferson City, Missouri 65102-0630  
(573) 751-8130 FAX: (573) 522-8078  
<http://oeo.mo.gov/>

Celeste Metcalf  
Director

November 19, 2012

Design Extra, LLC  
Lynn Larkin  
1901 Park Avenue  
St. Louis MO 63104

**OA/OEO CERTIFICATION #W04223**  
**EFFECTIVE DATE: 11/19/2012**  
**EXPIRATION DATE: 11/6/2015**

Dear Certified Vendor:

The Office of Equal Opportunity (OEO) is pleased to notify you that your firm has met the requirements for certification as a bona fide Women-owned Business Enterprise (WBE).

This certification is valid until the expiration date above. This expiration date does not coincide with the expiration of your certification with the **City of St. Louis/MRCC** due to our three-year requirement. In order to maintain your certification with the state, your certification with the certifying agency above must remain valid during this period. Recertification forms will be sent at least 30 days prior to the expiration date of your certification. It is your responsibility to ensure that your certification is updated.

Work conducted by your firm in the delivery of commodities and/or services for the state will count toward the WBE participation goals if your firm performs a commercially useful function; is responsible for a distinct element of the work of a contract; and carries out its responsibilities by actually performing, managing and/or supervising the work.

If there is any change in the ownership or control of your firm, you must notify this office immediately. Failure to report any of these changes to this office or violation of the rules of the Office of Equal Opportunity-Certification Program may result in the revocation of your certification.

Your firm's name will appear in our WBE Certified Directory that can be accessed on the Internet at home page address: <http://oeo.mo.gov/>. Please direct all written inquiries to the Office of Equal Opportunity-Certification Program at the address listed above, or call (877) 259-2963 or (573) 751-8130.

Sincerely,

A handwritten signature in black ink that reads "Celeste Metcalf".

Celeste Metcalf  
Director

CM:jc



***State of Missouri***  
***Office of Administration***  
***Office of Equal Opportunity***

*Doug Nelson*  
*Acting Commissioner of Administration*

*Celeste Metcalf*  
*Director*

*This is to certify **Design Extra, LLC** qualifies as a **Woman-Owned Business Enterprise** that has met the eligibility criteria established by the State of Missouri, Office of Administration.*

A handwritten signature in cursive script, reading "Celeste Metcalf".

*Celeste Metcalf, Director, Office of Equal Opportunity*

*Certification Number W04223 Date of Issue 11/19/2012 Date of Expiration 11/6/2015*