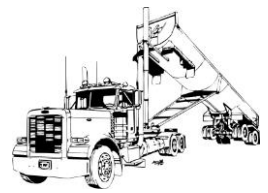




Office: (805) 438-3834  
Fax: (805) 438-4188  
PO Box 482 Santa Margarita, CA 93453

info@cofarmstrucking.com  
www.colefarmstrucking.com



Cole Farms

Date \_\_\_\_\_

Dear \_\_\_\_\_,

To initiate Transportation Services with our company please provide the following documents. They can be sent either via fax, US Postal Service or e-mail.

- W-9
- Current Certificate of Insurance naming **Cole Farms, Inc.** as the certificate holder
- Additional Insured Endorsement Certificate
- Certificate of Workers' Compensation Insurance
- Current Motor Carrier Permit
- Current Motor Carrier Certificate Of Compliance (CHP 809)
  - o Complete both portions. Send back top half and keep bottom half for your records.
- Certificate of current enrollment in a DOT-Approved Random Drug & Alcohol Program
  - o Must have an expiration date
- Confirmation and Compliance: California Air Resource Board: Truck and Bus Regulation
- Current Year California Air Resource Board Truck and Bus Regulation Certificate
  - o Please send your 2020 Certificate after the 1<sup>st</sup> of the year.
- Proof of Registration with the Department of Industrial Relations as a public works contractor

As a Corporation, we expect that your payroll process includes paying your employees at least minimum wage for their work, contributing to payroll taxes, worker's compensation, Social Security, and unemployment. You should be able to provide documentation that all of the above are accurate, if requested.

Your prompt attention to these matters are greatly appreciated. Please contact our office if you have any questions.

Once we receive and review your paperwork, we will contact you and send you a Transportation Service Agreement for you to review and sign.

Thank you,

Cole Farms, Inc.