

MQ-C1-CL
(12-2005)

FROM THE DIRECTOR
U.S. CENSUS BUREAU

The U.S. Census Bureau is conducting the 2005 Survey of Plant Capacity Utilization in cooperation with the Federal Reserve Board and the U.S. Department of Defense. This survey measures changes in the use of production facilities. Private companies and industry analysts use the data for assessing industry trends, market potential, and capacity to produce current and future products. Government analysts use the estimates for developing monetary and fiscal policy, predicting investment demand, and assessing industry's ability to meet increasing demand for goods quickly in a crisis situation.

We have selected your plant for the 2005 survey and have enclosed the materials you need to participate. Please report information covering the fourth quarter of 2005. **Please read the instructions, complete the form, and return it by the date printed on the form.** The law that authorized this survey (Title 13, United States Code) requires that we keep your report in full confidence. It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

We recognize that not all firms keep records of capacity utilization, and capacity may change as products and production methods change. Please utilize your business expertise and judgment to complete this form. Due to the nature of the questions asked, **please enlist the help of plant managers or engineers** and use the ARemarks@ section to provide any needed explanations.

Thank you in advance for your cooperation. If you have any questions or would like assistance, please call my staff on 301-763-4667. If you need additional forms or an extension in reporting time, please call our processing office on 1-800-528-3049. We have enclosed a copy of the *Advance Report of Plant Capacity Utilization* for the fourth quarter of 2004. This report is a brief summary of the final release, which will be made available to the public at www.census.gov/cir/www/mqc1pag2.html.

Sincerely,

Charles Louis Kincannon

Enclosures