

SA-900-L2
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SECOND REQUEST

FROM THE U.S. CENSUS BUREAU

Several weeks ago we asked you to complete a mandatory 2006 Annual Services Report. Our records show we have not received it. In case you did not receive the form or have misplaced it, we are enclosing another copy. Please complete the form and return it in the enclosed envelope within 10 days. **If you have already mailed your form, you may disregard this notice.**

The information you provide enables the Census Bureau to develop reliable and timely measures of current economic conditions. Many businesses like yours use the survey results to conduct market research, investment analysis, and planning activities. To view prior year Service Annual Survey results, visit www.census.gov/econ/www/servmenu.html.

Your reports are completely confidential under Title 13 of the United States Code, and are seen only by persons sworn to uphold the confidentiality of Census Bureau information. Data provided will be used only for statistical purposes, and published summary statistics will not identify individual firms. Title 13 provides that copies retained in your files are immune from legal process. In addition, your reported data are exempt from requests made under the Freedom of Information Act.

You may fax your report form toll-free to 1-800-447-4613. If book figures are not available, your best estimates are acceptable. Your prompt response will alleviate the need for future telephone follow-up. If a Census Bureau interviewer does contact you for the data, a supervisor may monitor the call to evaluate interviewer performance.

If you have any questions or need assistance, call us toll-free at 1-800-772-7851 weekdays between 8:30 a.m. and 5:00 p.m., Eastern time. You can also refer to the Frequently Asked Questions Web site at www.census.gov/svsd/www/genfaq.html. In written correspondence, please refer to the survey name and the identification number (ID) in the upper left corner of the address section on the form.

Thank you for your cooperation in this important program.

Sincerely,

MARK E. WALLACE
Chief, Service Sector Statistics Division

Enclosures