



The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent of the law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent.

*This report is authorized by law 29 U.S.C. §2.  
Your voluntary cooperation is needed to make  
the results of this survey comprehensive,  
accurate, and timely.*

Form Approved  
O.M.B. No. 1220-0008

Public reporting burden for this collection of information is estimated to vary from 1 to 30 minutes per response with an average of 18 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this estimate or any other aspect of this information collection, including suggestions for reducing this burden, please send them to the Bureau of Labor Statistics, Producer Price Index Program, 1220-0008, Room 3840, 2 Massachusetts Avenue N.E., Washington, DC 20212. You are not required to respond to this collection of information unless it displays a currently valid OMB control number.

DO NOT SEND THE COMPLETED FORM TO THE OFFICE SHOWN ABOVE.

Dear Respondent,

Thank you for your continuing participation in the Producer Price Index (PPI) program. The data that you provide are used in computing the Producer Price Indexes and constitute the basis for analyzing industrial price changes.

Your continued cooperation is greatly appreciated.

Commissioner of Labor Statistics

**Instructions for completing a PPI pricing form:**

Item/Service and Transaction Descriptions:

If the Item/Service Description or the Terms of Transaction, or both, no longer apply, please select a substitute item/service or transaction terms. Item/service substitution should only occur when the item/service previously reported is no longer available because it is being or has been permanently discontinued. The substitute item/service should be as similar as possible to the current item/service and should be expected to remain available for some time. The substitute transaction terms should likewise be as similar as possible to the discontinued transaction terms.

Report these changes in the closest open area and provide current price information.

Adjustments to Price:

Following is a list of the more common adjustments to price. The specific Adjustments to Price on the pricing form were selected originally and should be changed only when either the level of an existing adjustment changes or a new adjustment becomes applicable to the item/service and transaction described.

Deductions from price include:

1. Standard discounts (Cash, Seasonal, Cumulative Volume, and Trade)
2. Rebates
3. Other recurring discounts
4. Other nonrecurring discounts (Competitive and Negotiated)

Additions to price include:

1. Surcharges
2. Other charges added to price

Taxes should always be excluded from the price. If this exclusion is not possible, note this in REMARKS.

Freight charges should be excluded from the price unless delivery was selected originally as part of the product. Make changes if the currently described freight terms no longer exist.

QUESTIONS:

Answer whether changes have (YES) or have not (NO) been made to the Item/Service Description, Terms of Transaction, Adjustments to Price, or Previously Reported Prices.

Answer YES or NO depending on whether the shipment/transaction price of the item/service described changed (YES) between the two dates listed or whether the shipment/transaction price did not change (NO) during the time period. If the answer is NO, the form has been completed and is ready for faxing/mailling.

DO NOT ENTER A PRICE IF THE PRICE HAS NOT CHANGED!

If the answer is YES, please also enter the new price.

Write in any corrections to the terms or the address to whom this form should be sent in the future. Name and address changes need to be made on only one form.

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Please complete and return within 5 business days all of the pricing forms even if there are no changes.

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If you anticipate a change in any of the information you provide, please indicate in REMARKS. List the anticipated changes and when they will occur.

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Any questions you have regarding the pricing form or its completion may be resolved by calling the person listed on the reverse side of this form.  
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# INFORMATION FOR THE PRODUCER PRICE INDEXES

## INSTRUCTIONS

THIS FORM IS MACHINE PROCESSED.  
Please use BLACK pen/pencil only.

This item/service has been selected for use in the Producer Price Index. You are asked to provide a price each month for the item/service described under the terms and adjustments shown.

Please review each section of this form. If your firm no longer sells this specific item/service under the terms and adjustments, revise the description, terms, and/or adjustments indicating when the changes were made.

If the change made to the description resulted in a change to your production costs, please provide an estimated value of the change for Bureau staff to use in making appropriate adjustments. This value is the production cost difference including your standard mark-up.

If you have any questions concerning completion of this form, please call collect:

Please fax to 1-800-553-6024 or, if you are unable to fax, use the postage-free envelope to send to:

U.S. Department of Labor  
Bureau of Labor Statistics  
Producer Price Index, Mail Code 47  
61 Forsyth St. S.W., Suite 7T50  
Atlanta, GA 30303-9856

**Have the Item/Service Description, Adjustments to Price, Terms of Transaction, or Previously Reported Prices changed since your last report?**  
If "YES," please also enter the necessary changes.

Yes

No

## REMARKS

## PRICE INFORMATION

Please review the Previously Reported Prices. Enter missing prices if available or correct any incorrect prices that are shown.

Please enter the current price in the boxes provided ONLY if there has been a change from the price you previously reported.

**THE LATEST TYPE OF PRICE REPORTED WAS** (Prices for actual shipments/transactions are desired.):

PREVIOUSLY REPORTED PRICES

CORRECTIONS

**Did the price change between**

If "YES," please report the price of the last shipment since

If there was no shipment in

price you would have charged on

, please estimate the

Yes

No

FOR BLS USE ONLY

USE BLACK PEN/  
PENCIL ONLY.  
DO NOT USE BLUE.

\$



Dollars

Cents

per