

**MANUFACTURERS' SHIPMENTS, INVENTORIES, AND ORDERS**

FORM APPROVED: OMB NO. 0607-0008 EXPIRES APRIL 30, 2009

NOTICE - This report is authorized by law (Title 13, United States Code). By Section 9 of the same law, your report to the Census Bureau is confidential. It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. The law also provides that copies retained in your files are immune from legal process.

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Description:

<b>See instructions on reverse side</b>	CENSUS USE	RP	MC	# F	FP	AI
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Please correct any errors in name, address, and ZIP Code.

**PLEASE COMPLETE FORM WITHIN 15 DAYS OF RECEIPT**

**TO START REPORTING VIA THE INTERNET**, call your M3 Census contact or visit  
<http://bhs.econ.census.gov/BHS/M3/ContactUs.html>  
 to e-mail your request

or **FAX FORM** to 1-800-272-4096

or **TOUCHTONE DATA ENTRY** on 1-800-428-9659

U.S. Census Bureau  
 4600 Silver Hill Rd, MCD/M3  
 Washington, DC 20233-6900  
[www.census.gov/m3](http://www.census.gov/m3)

<b>Census contact</b>	Area Code	Number	<b>CHANGE IN OPERATIONAL STATUS</b>			
<b>Your company contact</b>	Area Code	Number	Ext	<input type="radio"/> Ceased operations <input type="radio"/> Sold to another company - Enter name and date in "Remarks" <input type="radio"/> Acquired another manufacturing operation - Enter name and date in "Remarks"		

CFN

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Industry

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Description of reporting items (Definitions of terms are provided on the back of the form)		Round figures to THOUSANDS OF DOLLARS.																				
1 Accounting Period (SHADE ONLY ONE CIRCLE)	P	<input type="radio"/> Cal. Mo. <input type="radio"/> Other <input type="radio"/> 4 week      _____ <input type="radio"/> 5 week      _____ End. date					<input type="radio"/> Cal. Mo. <input type="radio"/> Other <input type="radio"/> 4 week      _____ <input type="radio"/> 5 week      _____ End. date					<input type="radio"/> Cal. Mo. <input type="radio"/> Other <input type="radio"/> 4 week      _____ <input type="radio"/> 5 week      _____ End. date										
2 Net Shipments, Manufactured in U.S.	S	<table border="1" style="width:100%; border-collapse: collapse; height: 20px;"> <tr> <td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td> </tr> </table>																				
3 New Orders (Net of Cancellations) [ If applicable ]	N	<table border="1" style="width:100%; border-collapse: collapse; height: 20px;"> <tr> <td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td> </tr> </table>																				
4 Order Backlog (Unfilled Orders) [ If applicable ]	U	<table border="1" style="width:100%; border-collapse: collapse; height: 20px;"> <tr> <td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td> </tr> </table>																				
5 Total Inventories, Warehoused in U.S. (Current Cost or Market)	I	<table border="1" style="width:100%; border-collapse: collapse; height: 20px;"> <tr> <td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td> </tr> </table>																				
6 Materials and Supplies	M	<table border="1" style="width:100%; border-collapse: collapse; height: 20px;"> <tr> <td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td> </tr> </table>																				
7 Work-In-Process	W	<table border="1" style="width:100%; border-collapse: collapse; height: 20px;"> <tr> <td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td> </tr> </table>																				
8 Finished-Goods	F	<table border="1" style="width:100%; border-collapse: collapse; height: 20px;"> <tr> <td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td> </tr> </table>																				

REMARKS:

<b>CERTIFICATION</b>	This form is substantially accurate and has been prepared in accordance with the instructions.	
Title	Date	
Signature of authorized person		

## INSTRUCTIONS FOR COMPLETING THIS FORM

### GENERAL INFORMATION

A summary of the instructions for completing this form is provided below. A comprehensive instruction manual is available on [www.census.gov/m3](http://www.census.gov/m3). Clarification of instructions or definitions may be obtained by calling the Census contact on the front of the form or by writing to: U.S. Census Bureau, 4600 Silver Hill Road, Washington, DC 20233-6900.

**Purpose for this survey** - This form is designed to collect shipments, inventories, and orders data from domestic manufacturing companies for use in the preparation of industry estimates for 89 industry categories encompassing all manufacturing activities. These estimates are widely used as indicators of our Nation's current economic condition and of changes in the business cycle. They also provide important components for estimates of the gross domestic product (GDP) and related series.

**An activity to be reported - A REPORTING UNIT** is generally a division, subsidiary, or other operating unit as defined by your company for financial or managerial purposes. Reporting units within the same industry category, as defined in the Instruction Manual, may be combined for reporting purposes. Thus, a reporting unit could also be a complete company if the company operates predominantly in a single industry category. The Census Bureau may request that very large units with diverse activities be subdivided along industry lines for reporting purposes.

For the purposes of this survey, each reporting unit is to be reported as though a separate entity. Shipments (or sales) should include transfers to other segments of your company, as well as the value of shipments to unaffiliated customers. Orders, where applicable, should include orders from other segments of your firm. Finally, the reported figures should be limited to domestic operations (the 50 States and the District of Columbia). Please note that while the **activities of foreign subsidiaries should be excluded, export shipments to and orders from foreign subsidiaries should be included.**

**Survey deadlines** - The first press release for this survey is based on receipts through approximately the 18th of the month following the accounting period, therefore please return your report form before this time.

**Use of estimates** - If actual figures are not available, reasonable estimates may be used for reporting. Please indicate in the **"Remarks"** section if figures are estimates.

**Comparability with previous reports** - Please indicate in the **"Remarks"** section if there have been any changes in organization (acquisitions or shipments) or accounting methods that affect comparability with previous reports. If there is a sale or purchase, indicate new company's name, address, phone number, and a company contact.

### REPORTING DEFINITIONS

- **ACCOUNTING PERIOD** – It is important that the data reported represent the manufacturing activities of the month specified. Shade the one box that best describes the accounting period and its ending date for which you are reporting your firm's manufacturing activity. If you indicate **"Other"**, please provide the dates covered and describe in the **"Remarks"** section.
- **SHIPMENTS** - Report net shipments (sales) made during the accounting period for your domestic manufacturing operations (do not report year-to-date). Include shipments of products to other companies, individuals, U.S. Government agencies and foreign customers, as well as shipments and transfers to other divisions or subsidiaries of your company. Shipments should be net, after discounts and allowances, exclusive of nonmanufacturing activities.
- **NEW ORDERS** - Report net new orders received during the accounting period, less cancellations. Include (1) the value of orders received and filled during the accounting period; (2) orders received for future deliveries; and (3) the net value of changes to existing contracts. Do not include orders requiring further negotiations, authorization, or funding before the order is final.
- **ORDER BACKLOG** - Include orders, as defined above, that have not yet passed through the sales account.
- **TOTAL INVENTORIES** - Report total inventories, warehoused in the U.S., regardless of where manufactured, at current cost or market value, as of the end of the accounting period. **If your inventories are subject to LIFO valuation, report the value prior to the adjustment for the LIFO reserve.** The reported figure should include all inventories in the 50 States and the District of Columbia to which you hold title. Note: Unlike GAAP, do not deduct progress billings from the reported inventory line items, i.e. inventories should be reported *gross* not *net* of progress billings.

**The figure for total inventories should equal the sum of the data reported in the following three categories to the extent permitted by your records:**

- **MATERIALS AND SUPPLIES** - Report materials and supplies inventories as of the end of the accounting period.
- **WORK-IN-PROCESS** - Report work-in-process inventories as of the end of the accounting period.
- **FINISHED GOODS** - Report finished goods inventories as of the end of the accounting period.