



FROM THE CHIEF
MANUFACTURING AND CONSTRUCTION
DIVISION (MCD)

"The Census Bureau's economic surveys are indispensable to understanding America's economy. They ensure the accuracy of the statistics we rely on for economic policy and for successful business planning. Participating in the monthly survey helps us all."

– Ben S. Bernanke, Chairman,
Board of Governors of the
Federal Reserve System

We thank you for your continued participation in the monthly Manufacturers' Shipments, Inventories, and Orders (M3) survey. This survey provides some of the Nation's most widely used, timely information on the manufacturing sector of the economy. Your continued participation is essential to the success of our survey.

To reduce your reporting burden and assist with your response, we encourage you to submit your data via the Internet at <http://bhs.econ.census.gov/BHS//M3/index.html> by the 18th of each month. To start reporting via the Internet, use the user id and original password imprinted on the enclosed form(s). If you have any questions, please call your Census Bureau contact located on the form(s) or go to <http://bhs.econ.census.gov/BHS/M3/ContactUs.html> to e-mail your request. You may also report via facsimile machine on 1-800-272-4096 or by touchtone data entry on 1-800-428-9659.

The M3 survey 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.

As in previous years, the M3 instruction manual is available on the Internet. Go to the M3 web page, www.census.gov/m3, and click on "Instruction Manual" to view the most recent information to assist you with reporting. From this web address, you also will be able to access the published M3 data.

If you have any questions about this voluntary survey or our electronic reporting methods, please call the M3 office on (301) 763-4832.

Sincerely,

Thomas E. Zabelsky

Enclosure(s)