



Dear Company Official:

Enclosed is your Quarterly Services Survey report form(s). Please complete and return by the due date shown on the form.

Your company was chosen to participate from a scientifically selected sample of businesses. Taking a sample is less costly than contacting every business in the country. Because your company represents other companies with similar revenue size and kind of business, your participation in this survey is important.

The Quarterly Services Survey is brief, and asks a few questions. Estimates are acceptable, since timely data are of the utmost importance. In fact, estimates for the quarter specified are preferable to book figures covering a different time period.

The data you provide are **confidential by law** (Title 13, United States Code). This ensures the information you provide will be kept confidential and will be used only for statistical purposes.

We encourage you to report online. The WEB address along with your username and password can be found on the form above item 1, Survey Coverage. In lieu of reporting online, you can fax or mail back your enclosed form(s).

Please visit our website: <http://www.census.gov/econhelp/qss> for assistance. You can obtain additional help from our toll-free number 1-800-772-7851, Monday through Friday, 8:30 a.m. to 5:00 p.m. Eastern time. Please refer to the "Quarterly Services Survey" and the identification number in the upper left corner of the form's address label.

Thank you for making this survey a success.

Sincerely,

Mark E. Wallace
Chief, Service Sector Statistics Division

Enclosures