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UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001

PAST DUE

FROM THE U.S. CENSUS BUREAU

Several months ago, we requested that you participate in a mandatory national survey by completing the 2009 Annual Services Report. We have made repeated attempts to obtain your firm's data by mail and still have not received your response. Your participation is vital to the success of this survey.

Your response is required by law. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau. By the same law, **your report 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. Further, copies retained in respondent's files are immune from legal process.

Your continued failure to respond opens your firm to public prosecution and civil penalties. **To remove your firm from delinquent status, we ask that you take the time to complete the enclosed report within the next 5 business days.** We encourage you to report online on our secure web site. The web address, your username, and password are on the form, beneath the address label. In lieu of reporting online, you may fax your completed 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 you have any questions or need assistance, please 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 <http://www.census.gov/econhelp/sas/>. In written correspondence, please refer to the name of the survey in the upper left corner of the address section on the form.

Thank you for your cooperation with this important program.

Sincerely,

MARK E. WALLACE
Chief, Service Sector Statistics Division

Enclosures

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