



FROM THE ACTING DIRECTOR  
U.S. CENSUS BUREAU

The U.S. Census Bureau has selected your firm to participate in the Service Annual Survey and we have enclosed a form for your firm to complete. Data compiled in the Census Bureau's annual business surveys are part of the official statistics used to measure current economic performance in the United States. **Please complete and return your 2009 Annual Services Report by the due date shown on the form.** Your timely response will help minimize costly follow-up with your company.

We realize that participating in this survey is a burden for your company. However, we have taken steps to minimize this burden. For example, we have changed the survey materials to incorporate business suggestions, selected the fewest possible number of representative businesses to participate, and limited our requests to data normally found in business records.

To make reporting easier, we will accept estimates when book figures are not available. 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 the enclosed form using the toll-free number 1-800-447-4613 or if you prefer to use standard mail, postage-paid envelopes are provided so that you can return each form as soon as it is completed. We will follow up on this survey request by mail or telephone if we do not receive your form by the specified date.

**Your participation is required by law** (Title 13, United States Code, Sections 182, 224, and 225). **Your report is completely confidential** under Title 13 and is seen only by persons sworn to uphold the confidentiality of Census Bureau information. Data provided will be used only for statistical purposes, and published summary statistics will not identify individual firms. Title 13 provides that copies retained in your files are immune from legal process. In addition, your reported data are exempt from requests made under the Freedom of Information Act.

**If you have questions about filing your Annual Services Report or need a time extension, call us toll-free at 1-800-772-7851** weekdays between 8:30 a.m. and 5:00 p.m., Eastern time. When calling or writing to us, please refer to the name of the survey in the upper left corner of the address section. For more information, you may access our web site at <http://www.census.gov/econhelp/sas/> for answers to more frequently asked questions.

Thank you for your cooperation in this important program.

Sincerely,

Thomas L. Mesenbourg

Enclosures

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