

**SECOND REQUEST**

FROM THE U.S. CENSUS BUREAU

Several weeks ago we asked you to complete a mandatory 2009 Annual Services Report. Our records show we have not received it. **If you have already submitted your report, you may disregard this notice.**

The information you provide enables the Census Bureau to develop reliable and timely measures of current economic conditions. Many businesses like yours use the survey results to conduct market research, investment analysis, and planning activities. To view prior year Service Annual Survey results, visit <www.census.gov/services/index.html>.

In case you did not receive the form or have misplaced it, we are enclosing another copy. **Please complete the report and submit it to us 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 forms, beneath the address label. In lieu of reporting online, you may fax your report 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.

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. Title 13 also assures **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 a respondent's files are immune from legal process.

If you have any questions or need assistance, 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 survey name 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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