



FORM **MA-3000**
(11-4-2009)

MANUFACTURERS' UNFILLED ORDERS SURVEY

OMB No. 0607-0561 Approval Expires: xx/xx/xxxx

DUE DATE:

Please correct errors in name, address, and ZIP Code. ENTER street and number if not shown.

RETURN your completed form to:

U.S. CENSUS BUREAU
PO Box 5000
Jeffersonville, IN 47199-5002

**Need help or have questions
about completing this form?**

Call: M3 Staff
(301) 763-4832

User ID:

Password:

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this form to answer the questions and return the report to the U.S. Census Bureau. By the same law, **YOUR U.S. CENSUS BUREAU REPORT IS CONFIDENTIAL.** It may be seen only by persons sworn to uphold the confidentiality of U.S. Census Bureau information and may be used only for statistical purposes. Further, copies retained in respondent's files are immune from legal process.

BURDEN HOUR ESTIMATE: Public reporting burden for this collection of information is estimated to vary from 15 minutes to 1 hour per response, with an average of 30 minutes per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Response to this collection of information is not required unless it displays a valid approval number from the office of Management and Budget (OMB). The eight-digit OMB Number appears in the upper right corner of this report form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Paperwork Project, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, DC 20233. You may email comments to Paperwork@census.gov; use "Paperwork Project 0607-0561" as the subject.

PURPOSE OF SURVEY: The data collected in this survey will be used to benchmark the new and unfilled orders information published in the monthly Manufacturers' Shipments, Inventories and Orders Survey, which is based on a small panel of domestic manufacturers. Annual sales data will be used to analyze differences in reporting between the company-based survey and plant level data from the Annual Survey of Manufactures, the source of benchmark data for the monthly shipments and inventory data.

IMPORTANT - Please read the instruction on the reverse side of this form, then complete all items below. **CFN:**

Line No.	Selected Major Manufacturing Activities (See Instructions)	Annual Sales 2008 (In thousands of dollars) (b)	Unfilled Orders as of Dec. 31, 2008 (In thousands of dollars) (c)	Annual Sales 2009 (In thousands of dollars) (d)	Unfilled Orders as of Dec. 31, 2009 (In thousands of dollars) (e)
	(a)				
1					
2					
3					
4					
5					
6					

REMARKS

Period covered by data (If other than calendar year)		Telephone			Fax Number	
FROM	TO	Area Code	Number	Ext.	Area Code	Number
<i>(Month/Day/Year)</i>	<i>(Month/Day/Year)</i>					

Name of person to be contacted regarding this report (Please print or type)

CERTIFICATION - This form is substantially accurate and has been prepared in accordance with instructions.

Signature of authorized person	Title	Date
--------------------------------	-------	------

INSTRUCTIONS FOR COMPLETING THIS FORM

General Information:

The basic reporting unit in this survey is the manufacturing division/segment or plant as defined by your company for financial reporting. The division/segment or plant should be a domestic operating unit within the company for which separate financial records are maintained. Domestic subsidiaries should be considered as divisions for purposes of this survey. **Foreign subsidiaries should be excluded.**

Only those manufacturing industries, which record unfilled orders levels, are included in this survey. The industries within scope of the survey are listed in the enclosed Major Manufacturing Activities List. Review the list of industry activities to determine which of your manufacturing units to report. If the manufacturing shipments or sales of a division/segment or plant are attributable to the selected manufacturing activity printed on the form, report all sales or shipments for the reported units in column (a).

All data reported should be calendar year 2008 and 2009. If actual data are unavailable, reasonable estimates are acceptable. If data are available only on the fiscal year basis used by your company, indicate the time period covered by the data submitted.

Annual sales (Report sales net of discounts and allowances):

Include –

- Sales to other companies, individuals, government agencies, and customers in foreign countries.
- Transfers to other divisions of your company, including sales to foreign subsidiaries.

Exclude –

- Sales by foreign subsidiaries or divisions.
- Value of orders which remain unfilled at the end of the year.
- Transfers within divisions.
- Resales.

Unfilled Orders:

Include –

- All goods on orders which have not been shipped as of December 31, 2008 and December 31, 2009, including any contract adjustments.
- Commitments to deliver under long-standing agreements or other formal or informal agreements.
- Interdivisional unfilled orders.

Exclude –

- Contract options or extensions to existing contracts which have not been exercised by the customer.
- Intradivisional unfilled orders.

In **column (a)** review the selected major manufacturing activities; if incorrect, list the correct industry category, in the Remarks Section, for example, 1-31A, etc.

In **columns (b) and (d)** report annual sales for 2008 (b) and 2009 (d) for the major manufacturing activity.

NOTE: To report one hundred thousand (100,000) – **Report 100.**

In **columns (c) and (e)** report the total value of unfilled orders held by the division or company as of December 31, 2008 (**c**), and December 31, 2009 (**e**). **NOTE:** To report one hundred thousand (100,000) – **Report 100.**

Special Instructions for Companies with Long-Term Contracts:

For fixed price contracts, unfilled orders should reflect the full value of the contract less actual shipments. Sales should be based on deliveries during calendar year 2008 and 2009 only.

For cost plus contracts, such as for shipbuilding, unfilled orders should reflect the full contract value less the accumulated value of work done for which progress payments have been received. Value of work done during 2008 and 2009 should be included in your annual sales and may be based on (a) multiplying the estimated percentage of work completed during the year by the contract price or (b) net billings for work done during the year.

For defense contracts, unfilled orders should include only those orders which have been authorized or funded.

If you have any questions regarding the completion of this form, please contact M3 Staff on (301) 763-4832.