DUE DATE:

SM4206-A

OMB No. 0607-0190: Approval Expires

Attachment 2
Page 1 of 2
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IMPORTANT – PLEASE READ INSTRUCTIONS

(Carefully prepared estimates are acceptable if book figures are not available.)

ITEM 4 – SALES AND REPORTING PERIOD

INCLUDE

- Sales of products that are shipped on this firm's orders directly to customers
- Retail sales made by wholesale establishments covered by this report
- Gross value of sales made on a commission basis (not your actual commissions)
- Receipts from freight, installations, rentals, maintenance, repairs, alterations, storage, and other such services
- E-commerce sales
- Excise taxes (such as those on gasoline, liquor, and tobacco) that are levied on the manufacturer and included in the cost of products purchased by this firm
- Sales of nonconsumer durable goods (such as Industrial machinery, construction machinery, heavy trucks, and tractors)
- Sales to farmers for farm use (such as farm equipment, seeds, fertilizer, and feed)

EXCLUDE

- Sales from establishments that are primarily selling products manufactured or mined in the United States by your firm
- Foreign sales of products that never enter the United States
- Taxes (sales, excise, and other) collected directly from customers and paid directly to a local, State, or Federal tax agency
- Nonoperating receipts (such as interest income, income from investments, and receipts from the rental or sale of real estate)
- Commissions earned for the sale of products
- Receipts from customers for carrying or other credit charges

DEDUCT

- · Refunds and allowances for returned products
- The actual value of rebates and discounts granted to the purchaser, even if granted as an increase in trade-in allowance

Remarks

► ITEM 5 – VALUE OF INVENTORIES

Report end-of-month inventories at cost or market for all wholesale establishments and internet operations covered by this report, including auxiliary locations (such as warehouses, garages, and central administrative offices) servicing these establishments. If any part of the inventory is valued using the LIFO method, report the amount of inventories before any adjustment for LIFO reserve.

INCLUDE

 All inventories of products, covered by this report, which are owned as of the end of the month, regardless of where held

EXCLUDE

- Items such as fixtures, equipment, and supplies not held for resale
- Products owned by others that are being held on consignment

NOTICE – Your report to the Census Bureau is **confidential** by law (Title 13, U.S. Code). It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. The law also provides that copies retained in your files are **immune from legal process.**

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