

DUE DATE:



FORM **SM-45(06)BE** (11-8-2007)

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

MONTHLY RETAIL TRADE REPORT

For assistance in completing this form, you may visit www.census.gov/econhelp/mrts

NOTICE — Your report to the U.S. Census Bureau is **confidential by law (Title 13, U.S. Code, Section 9)**. Only persons sworn to uphold the confidentiality of U.S. Census Bureau information may see the questionnaires and may use them only for statistical purposes. Additionally, all reports are **immune from legal process**.

ITEM 1 MAILING ADDRESS

RETURN COMPLETED FORM IN THE ENCLOSED ENVELOPE
or FAX: 1-800-447-4613
For help call: 1-800-772-7852

ITEM 2 CONTACT PERSON

Name
Title
Telephone (Area code, number, ext.)
FAX (Area code, number)

(Please correct any error(s) in name, address, and ZIP Code)

ITEM 3 FEDERAL EMPLOYER IDENTIFICATION NUMBER (EIN)

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COVERAGE INSTRUCTIONS AND DEFINITIONS OF DEPARTMENT STORES, E-COMMERCE SALES, AUXILIARY ESTABLISHMENTS, LEASED DEPARTMENTS AND CONCESSIONS

I. Coverage Instructions

II. Department Stores are establishments primarily engaged in retailing a wide range of the following new products with no one merchandise line predominating: apparel, furniture, appliances, and home furnishings; and selected additional items, such as paint, hardware, toiletries, cosmetics, photographic equipment, jewelry, toys, sporting goods, and limited nonperishable food items. Merchandise lines are normally arranged in separate departments. "Discount stores" are included as department stores, provided they meet the criteria described.

III. E-Commerce Sales are sales of goods and services where an order is placed by the buyer or price and terms of the sale are negotiated over an Internet, extranet, EDI network, electronic mail, or other online system. Payment may or may not be made online.

IV. Auxiliary Establishments are facilities primarily engaged in furnishing supporting services (such as warehouses, garages and central administrative offices) to your retail establishments.

V. Leased Departments and Concessions are separate businesses that lease space on the premises of another business.

For more help, access our Business Help Site at www.census.gov/econhelp/mrts

To view the results of this survey, visit www.census.gov/mrts/www/mrts.html

