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(DRAFT)



UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau

Washington, DC 20233-0001

In reply refer to:
U.S. CENSUS BUREAU
1201 EAST 10TH STREET
JEFFERSONVILLE, IN 47132-0001

Your **2011 Report of Organization**, Form NC-99001, and **2011 Annual Survey of Manufactures**, Form MA-10000(L), questionnaires are enclosed.

The Report of Organization is used to update the Census Bureau's list of businesses and provides key source data for County Business Patterns and other statistical series. Companies, business analysts, and trade associations use this information in planning investments, production, and marketing. The Annual Survey of Manufactures provides data about manufacturing that are crucial to accurate estimates of domestic production and productivity, and to sound decisions on economic trade policies.

Please complete and return the enclosed forms within 30 days after receipt. See the reverse side of this letter for general instructions. You may use reasonable estimates if book figures are not readily available.

Title 13, United States Code, **requires your response** to this inquiry and guarantees that your response is confidential and will be used only for statistical purposes.

You may complete your questionnaires electronically. Use our help site, www.census.gov/econhelp/surcos, to download software, to find answers to your questions, and to request a variety of services. Your User ID and Password are shown below. If you need additional assistance, call our customer help line **(1-800-233-6136)** or the telephone number listed on your questionnaire, Monday through Friday, 7:30 a.m. to 4:00 p.m. Eastern time.

Thank you in advance for your cooperation.

Sincerely,

William G. Bostic, Jr.
Associate Director for Economic Programs

Enclosures

GENERAL INFORMATION FOR THE 2011 REPORT OF ORGANIZATION, FORM NC-99001, AND THE 2011 ANNUAL SURVEY OF MANUFACTURES, FORM MA-10000(L)

RELATIONSHIP OF THE REPORTS

- a.** We are requesting a Form MA-10000(L) report from a sample of establishments (individual plant or factory) prelisted in Item 5A of Form NC-99001.
- b.** Messages appear on the Item 5A sheet of Form NC-99001 specifying those establishments selected to file an MA-10000(L) report and those establishments not selected to provide an MA-10000(L) report.
- c.** Establishments selected to file an MA-10000(L) report do not need to report information for either Item 5A or Item 5B of the NC-99001 report. We request that establishments not selected report employment, payroll, and status information (space to provide this information is available on the latter pages of Item 5A).

THE NC-99001 REPORT

- a.** We list the establishments owned or controlled by your organization and its subsidiaries, as now shown in our records, on the Form NC-99001. Review the prelisted information on the report form and make any necessary additions or revisions to bring it up to date. In Item 5B list the establishments that were not prelisted. Be sure to list any newly acquired or constructed plants in Item 5B.
- b.** If your organization discontinued operations before 2011, please return the signed report with an annotation in the label section of the form that your organization did not operate in any part of 2011. If your organization did operate in any part of 2011, we require a report for the portion of the year 2011 in which your organization was in operation.

THE MA-10000(L) REPORT

- a.** The prior year column shows data from our files. These figures may differ from those actually reported by you because of changes made by the U.S. Census Bureau as a result of correspondence with your company or a comparison to previous data reported for the establishments. Please check the previous year figures and make necessary corrections.
- b.** If any of your establishments operated for only part of 2011, the MA-10000(L) report should cover that portion of the year the plant was in operation. Give the reason for the part-year report in Item 3 or in the REMARKS section.
- c.** The data that you provide on the MA-10000(L) report should cover only the establishment identified in the label area. DO NOT combine the data for other manufacturing plants, manufacturers' sales branches and sales offices, auxiliary establishments, or other establishments of your company, with data for the identified establishment.
- d.** If prior year figures are not printed on your form, please report these figures for Items 9, 10, and 11 only.