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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 Annual Survey of Manufactures** questionnaire, Form MA-10000(S), is enclosed.

This survey provides data about manufacturing that are crucial to accurate estimates of domestic production and productivity, and to sound decisions on economic trade policies. Companies, business analysts, and trade associations use this information in planning investments, production, and marketing.

Please complete and return the enclosed form 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 questionnaire electronically. Use our help site, **www.census.gov/econhelp/dir1**, to report online, to find answers to your questions, and to request a variety of services. 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 INSTRUCTIONS FOR THE 2011 ANNUAL SURVEY OF MANUFACTURES,
FORM MA-10000(S)**

- 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 establishment. Please check the previous year figures and make necessary corrections.

- b.** If your establishment operated for only part of 2011, the MA-10000(S) 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.** If prior year figures are not printed on your form, please report these figures for Item 9 only.