

Please complete and return this form by **XXX, XX, XXXX**. If you need help completing this form, send an e-mail to NAICSHelp@bls.gov, or call toll free at 1-866-840-3801 (TTY at 1-866-841-3259). Thank you!

1 What is your contact information?

Please provide contact information for the person who completed this form.

Name:

Title: Business website:

Phone: () - E-mail:

2 If the address below is not correct please enter the updated address in the space provided.

Enter Address Corrections for Physical Location below

[FILL COMPANY NAME]

[FILL ADDRESS 1]

[FILL ADDRESS 2]

[CITY, STATE, ZIP]

[RUN_DESC]

3 Our records show the main business activities, products, goods, or services at the worksite listed in Question 2 are [FILL]. Is this correct?

- Yes
- No → Please enter your correct economic activity in the blank box on Page 4

Listed Business Activities

4 How many employees are employed at the worksite listed in Question 2?

Include:

- Full or part-time paid workers
- Workers on paid leave
- Workers assigned temporarily to other units
- Incorporated firms: paid owners, officers, and staff

Do Not Include:

- Contractors and temporary employees not on your payroll
- Unpaid family workers
- Workers on unpaid leave
- Owners, proprietors, and partners of unincorporated firms
- Workers not covered by unemployment insurance

Enter Number of Employees

5 Are any products manufactured at the worksite listed in Question 2?

- Yes, Go to 5a & 5b
- No, Go to 6

5a In your most recent fiscal year, what percentage of this worksite's revenue came from contracts for manufacturing products for other companies?

% An Estimate is Fine

5b In your most recent fiscal year, what percentage of this worksite's revenue came from manufacturing products for your company?

% An Estimate is Fine

6 Does the worksite listed in Question 2 arrange for any products to be manufactured outside of the U.S., either by a manufacturing facility owned by your company or by an independent manufacturer?

- Yes, Go to 6a
- No, Go to 7

6a In your most recent fiscal year, what percentage of this worksite's revenue came from the sale of products manufactured outside the U.S.?

% An Estimate is Fine

7 Does the worksite listed in Question 2 arrange for any products to be manufactured inside the U.S. by an independent manufacturer? Exclude products manufactured by domestic facilities owned by your company.

- Yes, Go to 7a
- No, Go to the red box below

7a In your most recent fiscal year, what percentage of this worksite's revenue came from the sale of products manufactured inside the U.S. by an independent manufacturer?

% An Estimate is Fine

**If you answered *no* to Questions 5, 6, and 7, please skip to Question 10.
If you answered *yes* to Question 5, 6, or 7, please answer Question 8.**

8 Does the worksite listed in Question 2...	Yes, for all products	Yes, for some products	No , not for any products	Don't know
a. Control the intellectual property for manufactured product(s)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Control the design for manufactured product(s)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Control or direct production activities?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Own the product(s)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Set the price on the product(s)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Arrange for the sale of the product(s)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Assume any loss due to unsold product(s)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9 Does this company have a single business location or multiple locations?

- Single Location, Go to 10
- Multiple Locations, Go to 9a

9a Does any worksite in this company...

	Yes, for all products	Yes, for some products	No , not for any products	Don't know
a. Control the intellectual property for manufactured product(s)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Control the design for manufactured product(s)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Control or direct production activities?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Own the product(s)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Set the price on the product(s)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Arrange for the sale of the product(s)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Assume any loss due to defects or unsold product(s)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

10 In your most recent fiscal year, what were the three best-selling product lines? Include those manufactured at the worksite listed in Question 2 or manufactured under contract by a different company.

We need detailed information to assign the correct North American Industry Classification System (NAICS) code to this worksite. In the space provided below, describe the three product lines that you manufacture, either at this worksite or through a contracted company, that make up the largest share of your sales revenue.

Product Line	% of sales revenue
1. _____	_____ %
2. _____	_____ %
3. _____	_____ %

11 If you have any comments about this report, please note them here:

Thank you for completing this report. Please return it using the self-addressed, stamped envelope.

Our records show the main business activities, products, goods, or services at the worksite listed in Question 2 are[FILL]. If this is not correct, please enter your correct economic activity in the blank box below.