



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Economics and Statistics Administration**  
**U.S. Census Bureau**  
Washington, DC 20233-0001  
OFFICE OF THE DIRECTOR

**ACE-1-2010**

FROM THE DIRECTOR  
U.S. CENSUS BUREAU

The U.S. Census Bureau is conducting its Annual Capital Expenditures Survey (ACES) and needs your assistance in completing the enclosed survey form.

The ACES is a critical source of information about U.S. economic performance. Business investment in structures and equipment is a key component of the official estimate of the Gross Domestic Product. The ACES data also help U.S. businesses identify market opportunities, develop new products, and conduct strategic planning.

Your participation in the survey is mandatory under Title 13, United States Code. Title 13 also requires the Census Bureau to keep your response confidential and use the information you provide for statistical purposes only. Moreover, your responses are immune from disclosure as part of any legal process.

We recognize that completing this survey imposes a burden on respondents. However, your response is very important to us and will help to ensure the completeness and accuracy of our survey results. To reduce overall reporting burdens, we have limited the survey to the smallest number of representative firms required for data accuracy. We also encourage respondents to use estimates if book figures are not available.

**Please review the instructions, complete the form, and return it within 30 days.** The instructions describe how to report for each item. Returning your form promptly helps us keep follow-up costs down. If you have any questions or comments, please call us toll-free at **1-800-528-3049**.

Thank you for your cooperation and attention to this important initiative.

Sincerely,

Robert M. Groves

Enclosure