

INSTRUCTIONS FOR COMPLETING THIS FORM

General Information:

- This is an enterprise-based survey.
- Report the manufacturing activity for your company for all domestic operating units.
- Do not report data for foreign subsidiaries or manufacturing done abroad.
- The industries within scope of the survey are listed on the enclosed Major Manufacturing Activities List.
- Complete the survey, even if your company does not have or maintain unfilled orders (order backlog) for any manufacturing activity.
- If actual data for sales and/or unfilled orders (order backlog) are unavailable, reasonable estimates are acceptable.
- Dollars should be reported in (\$1,000) thousands; for example report two hundred thousand dollars (\$200,000) as 200.
- All data reported should be calendar year 2011 and 2012.
 - If data are available only on the fiscal year basis, indicate the time period covered by the data submitted.

Selected Major Manufacturing Activities

- Review the Major Manufacturing Activities List to determine which of your domestic units to report.
- Review each selected major manufacturing activity (industry category) printed in column (a) for accuracy.
- Add in column (a) any major manufacturing activity (industry category) not printed in column (a).
- Update any incorrect major manufacturing activity (industry category) printed in column (a).
- Include any additional comments in the Remarks section on the back page.

U.S. Annual Sales (Report sales net of discounts and allowances):

- Report annual sales for 2012 in column (b) and 2011 in column (d) for the selected major manufacturing activity listed in column (a).
- Report sales for the major manufacturing activity, even if your company does not maintain unfilled orders (order backlog).

Include -

- Sales from U.S. (domestic) manufacturing plants within your company.
- Sales to other companies, individuals, government agencies, and customers in the U.S. and foreign countries.
- Transfers to other divisions of your company, including sales to foreign subsidiaries.

Exclude -

- Sales by foreign subsidiaries or divisions.
- Value of orders which remain unfilled at the end of the year.
- Transfers within divisions.
- Resales (products bought and sold as such).

Unfilled Orders (Order Backlog):

- Report the total value of unfilled orders held by the company as of December 31, 2012 in column (c), and as of December 31, 2011 in column (e).

Include -

- All orders which have not been shipped as of December 31, 2011 and December 31, 2012, including any contract adjustments.
 - Report "0" for each respective year if all orders had been shipped by December 31.
- Commitments to deliver under long-standing agreements or other formal or informal agreements.
- Interdivisional unfilled orders.

Exclude -

- Contract options or extensions to existing contracts which have not been exercised by the customer.
- Intradivisional unfilled orders.

Special Instructions for Companies with Long-Term Contracts:

- **For fixed price contracts**, unfilled orders should reflect the full value of the contract less actual shipments. Sales should be based on deliveries during calendar year 2011 and 2012 only.
- **For cost plus contracts**, such as shipbuilding, unfilled orders should reflect the full contract value less the accumulated value of work done for which progress payments have been received.
- **Value of work done** during 2011 and 2012 should be included in your annual sales and may be based on (a) multiplying the estimated percentage of work completed during the year by the contract price or (b) net billings for work done during the year.
- **For defense contracts**, unfilled orders should include only those orders which have been authorized or funded.

If you have any questions regarding the completion of this form. please call (301) 763-1779.