

Welcome to the Commercial Buildings Energy Consumption Survey (CBECS).

You are being asked to participate in an interview to discuss the building identified on the enclosed worksheets. This Advance Package contains important background information and forms required for the survey. Please follow these easy steps to prepare for your in-person or telephone interview with the CBECS interviewer assigned to your building.

- 1** READ the enclosed introductory letter, brochure, worksheets and authorization form. You may be especially interested in the list of organizations actively endorsing CBECS as a critical source of information about commercial buildings in the United States.
- 2** NOTE THE DATE AND TIME OF THE INTERVIEW requested on the appointment card affixed to the front of this CBECS Advance Package. If this date and time are not convenient for you, please call the number on the appointment card to re-schedule the interview.
- 3** FILL IN THE WORKSHEETS about energy consumption and expenditures by gathering the requested information. The worksheets are designed to save you time and make the interview go faster. (**Note:** you do not need to complete the *authorization form* unless asked to do so by the interviewer.)
- 4** KEEP the enclosed business reply envelope to use when mailing completed survey forms to Westat (if the interviewer asks you to mail them). Also keep the enclosed show cards for use during telephone interviews. Your interviewer will explain how to use these.

Thank you for your help with this important survey! If you have any questions about these steps or any other part of the CBECS please call:

888-528-3906

or go to

www.CBECSinfo.org