



# Producer Price Index Survey

Dear Respondent,

Thank you for your continuing participation in the Producer Price Index (PPI) program. The data that you provide are used in computing the Producer Price Indexes and constitute the basis for analyzing industrial price changes. Your continued cooperation is greatly appreciated. If you have any questions, please contact the analyst listed at the top of each form. For more information about PPI, please visit our website at [www.bls.gov/ppi](http://www.bls.gov/ppi).

Michael W. Horrigan  
Associate Commissioner for Prices and Living Conditions (OPLC)

## Instructions for Completing a PPI Pricing Form

Please complete the attached form(s) and return via **fax to 1-800-555-5555** as soon as possible, even if there are no changes.

- Only use black or blue ink when completing these forms. Do not use pencil.
- Do not return this cover sheet.

1. Review the instructions located in Section 1 at the top of each form.
2. Review the product or service description, adjustments to price, and terms of transaction. Check the box indicating whether there have been any changes.
  - If you have corrections or updates to the product or service, make the changes in the areas provided.
  - If you no longer offer this product or service, select a substitute that is as similar as possible to the original product or service. Choose one that you expect to be available for some time. Update the description, adjustments to price, and terms of transaction to reflect the substitution. Explain the substitution in Section 5.

### Adjustments to Price:

- If any discounts or surcharges have changed, provide the current adjustment and indicate whether it is reflected in the price you provide.
  - Examples of discounts include: cash, seasonal, cumulative volume, trade, competitive and negotiated discounts, as well as rebates.
  - Examples of surcharges include fuel and metal charges.
  - Always exclude taxes from the price. If you cannot exclude taxes from the price, note this in Section 5.
  - Exclude freight charges from the price unless delivery is specifically included in the description.
3. Review the previously reported prices. Check the box indicating whether you have any updates or corrections. If so, enter the previous prices in the space provided.
  4. Check the box indicating whether or not the price has changed.
    - If the price **has not changed**, check the "No" box. Do not enter a price.
    - If the price **has changed**, check the "Yes" box, and enter the current price in the space provided. Please provide the reason(s) for significant price changes in Section 5.
  5. Use this section to report additional information about changes to the product or service characteristics, or explanations of significant price changes. If the change made to the description resulted in a change to your production costs, please provide an estimated value of the change. This value is the production cost difference including your standard markup.
  6. Review the contact information and provide updates in Section 5. You only need to report contact changes on one form.

The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidentiality Information Protection and Statistical Efficiency Act of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent.

This report is authorized by law 29 U.S.C. §2. Your voluntary cooperation is needed to make the results of the survey comprehensive, accurate, and timely.

We estimate that it will take an average of 5 minutes per response to complete this form, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this estimate or any other aspect of this information collection, including suggestions for reducing this burden, please send them to the Bureau of Labor Statistics, Producer Price Index Program, 1220-0008, Room 3840, 2 Massachusetts Avenue N.E., Washington, DC 20212. The OMB control number for this voluntary survey is 1220-0008. Without a currently valid number BLS would not be able to conduct this survey. Do not send the completed form to this address.

Company Name  
Department  
Reporter Name  
Title  
Street Address  
City, State Zip

