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

A Message from the Director, U.S. Census Bureau:

The U.S. Census Bureau has selected your firm to participate in the Service Annual Survey. Data compiled in the Census Bureau's annual business surveys are part of the official statistics used to measure current economic performance in the United States.

Please complete your 2013 Annual Services Report online by March 4, 2014. Your timely response will help minimize costly follow-up efforts by mail and/or telephone if we do not receive your response by the above due date. To make reporting easier, we will accept estimates when book figures are not available. The Web address to complete this report electronically is econhelp.census.gov/sas.

Your Username and Password are:

Username:

Password:

We realize that participating in this survey is a burden for your company. However, we have taken steps to minimize this burden. For example, we have changed the survey materials to incorporate business suggestions, selected the fewest possible number of representative businesses to participate, and limited our requests to data normally found in business records.

Your response is required by law (Title 13, United States Code, Sections 182, 224, and 225). **Your Census report is completely confidential** under Title 13. It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. Published summary statistics will not identify individual firms. Under the same law, information that you report cannot be used for taxation, regulation, or investigation and are exempt from release under the Freedom of Information Act. Further, copies of your response retained in your files are immune from legal process.

If you have any questions or concerns about completing this report, please visit us online at econhelp.census.gov/sas. While there, please use the "Online Services" option to print off a sample form to assist you with compiling your data, request a time extension, or verify your filing status. For additional information, please refer to the enclosed flyer or visit our website at bhs.econ.census.gov/bhs/sas/contactus.html.

Thank you for your cooperation with this important program.

Enclosure