

**RECS National Pilot  
Respondent Contact Materials**

**1. Prenotification 8.5X5.5” Postcard**



Residential Energy Consumption Survey  
United States Department of Energy  
C/O RTI International  
Research Operations Center  
5265 Capital Boulevard  
Raleigh, NC 27616-2925 ■ USA  
Data Capture (0214615.002.003)

RESIDENT  
[RECIPIENT ADDRESS]  
[CITY, ST ZIP]

Dear Resident,

I am writing to ask your help in a nationwide study being conducted by the United States Department of Energy. Through this study, we will learn how Americans use energy in their homes—information that is not available anywhere else. This information is critical to understanding future energy needs and improving efficiency.

Next week, you will receive an invitation to complete the 2015 Residential Energy Consumption Survey. **The invitation will include \$5 in cash as a thank you in advance.** Your household is one of only a small number that have been randomly selected to participate. When the invitation arrives, please follow the instructions and complete the questionnaire promptly to ensure that households like yours are represented in this study.

If you would like more information on the study, please visit:  
[www.eia.gov/consumption/residential/](http://www.eia.gov/consumption/residential/)

Many Thanks!

Tom Leckey  
Director, Office of Energy Consumption and Efficiency Statistics  
U.S. Energy Information Administration,  
United States Department of Energy

**2a. Survey Mailing 1 Cover Letter  
CAWI/PAPI and CAWI Version**



## Department of Energy

Washington, DC 20585

RESIDENT  
[STREET ADDRESS]  
[CITY, STATE ZIP]

**\$5 is included now as a thank you in advance!**

**We will send [\$10/\$20] when you complete the questionnaire.**

Dear Resident,

I am writing to ask for your help in a nationwide study being conducted by the United States Department of Energy. Through this study, we will learn how Americans use energy in their homes—information that is not available anywhere else. This information is critical to understanding future energy needs and improving efficiency.

Please help us with this study by completing the 2015 Residential Energy Consumption Survey. This study concerns the energy usage in homes across the United States. Your household is one of only a small number that have been randomly selected to participate.

If you have access to the Internet, please go to the following website, enter your Web Survey ID, and complete the online questionnaire:

**Website:** [RECS.rti.org](http://RECS.rti.org)

**Web Survey ID:** [StudyID]

It will take about 30 minutes to complete. We have included \$5 as a thank you in advance for your participation. As an additional thank you, we will mail you [\$10/\$20] once you are finished. Although your participation is voluntary, your answers will make sure that households like yours are represented in this study.

Thank you in advance for your assistance with this important study!

Sincerely,

A handwritten signature in black ink, appearing to read "Th. J. Leckey".

Tom Leckey  
Director, Office of Energy Consumption and Efficiency Statistics  
U.S. Energy Information Administration  
United States Department of Energy

**2b. Survey Mailing 1 Cover Letter  
Choice Version**



## Department of Energy

Washington, DC 20585

RESIDENT  
[STREET ADDRESS]  
[CITY, STATE ZIP]

**\$5 is included now as a thank you in advance!**

**We will send [\$10/\$20] when you complete the questionnaire.**

Dear Resident,

I am writing to ask for your help in a nationwide study being conducted by the United States Department of Energy. Through this study, we will learn how Americans use energy in their homes—information that is not available anywhere else. This information is critical to understanding future energy needs and improving efficiency.

Please help us with this study by completing the 2015 Residential Energy Consumption Survey. This study concerns the energy usage in homes across the United States. Your household is one of only a small number that have been randomly selected to participate.

If you have access to the Internet, please go to the following website, enter your Web Survey ID, and complete the online questionnaire:

**Website: [RECS.rti.org](http://RECS.rti.org)**

**Web Survey ID: [StudyID]**

If you prefer you may complete the enclosed questionnaire and return it in the postage-paid envelope.

It will take about 30 minutes to complete. We have included \$5 as a thank you in advance for your participation. As an additional thank you, we will mail you [\$10/\$20] once you are finished. Although your participation is voluntary, your answers will make sure that households like yours are represented in this study.

Thank you in advance for your assistance with this important study!

Sincerely,

A handwritten signature in black ink, appearing to read "Th. J. Leckey".

Tom Leckey  
Director, Office of Energy Consumption and Efficiency Statistics  
U.S. Energy Information Administration  
United States Department of Energy

## **2c. Survey Mailing 1 Cover Letter**

### **Choice+ Version**



## Department of Energy

Washington, DC 20585

**\$5 is included now as a thank you in advance!**

**We will send [\$10/\$20] when you complete the questionnaire and a bonus \$10 (for total of [\$20/\$30]) if you complete the questionnaire online instead of using the paper form.**

RESIDENT  
[STREET ADDRESS]  
[CITY, STATE ZIP]

Dear Resident,

I am writing to ask for your help in a nationwide study being conducted by the United States Department of Energy. Through this study, we will learn how Americans use energy in their homes—information that is not available anywhere else. This information is critical to understanding future energy needs and improving efficiency.

Please help us with this study by completing the 2015 Residential Energy Consumption Survey. This study concerns the energy usage in homes across the United States. Your household is one of only a small number that have been randomly selected to participate.

If you have access to the Internet, please go to the following website, enter your Web Survey ID, and complete the online questionnaire:

**Website: [RECS.rti.org](http://RECS.rti.org)**

**Web Survey ID: [StudyID]**

If you prefer you may complete the enclosed questionnaire and return it in the postage-paid envelope.

It will take about 30 minutes to complete. We have included \$5 as a thank you in advance for your participation. As an additional thank you, we will mail you [\$10/\$20] for completing and returning the enclosed questionnaire or [\$20/30] for completing the questionnaire online]. Although your participation is voluntary, your answers will make sure that households like yours are represented in this study.

Thank you in advance for your assistance with this important study!

Sincerely,

A handwritten signature in black ink, appearing to read "Th. J. Leckey".

Tom Leckey  
Director, Office of Energy Consumption and Efficiency Statistics  
U.S. Energy Information Administration  
United States Department of Energy



**3a. Postcard Reminder**  
**CAWI/PAPI and CAWI Version**



C/O RTI International  
Research Operations Center  
5265 Capital Boulevard  
Raleigh, NC 27616-2925 ■ USA  
Data Capture (0214615.002.003)

RESIDENT  
[RECIPIENT ADDRESS]  
[CITY, ST ZIP]

Dear Resident,

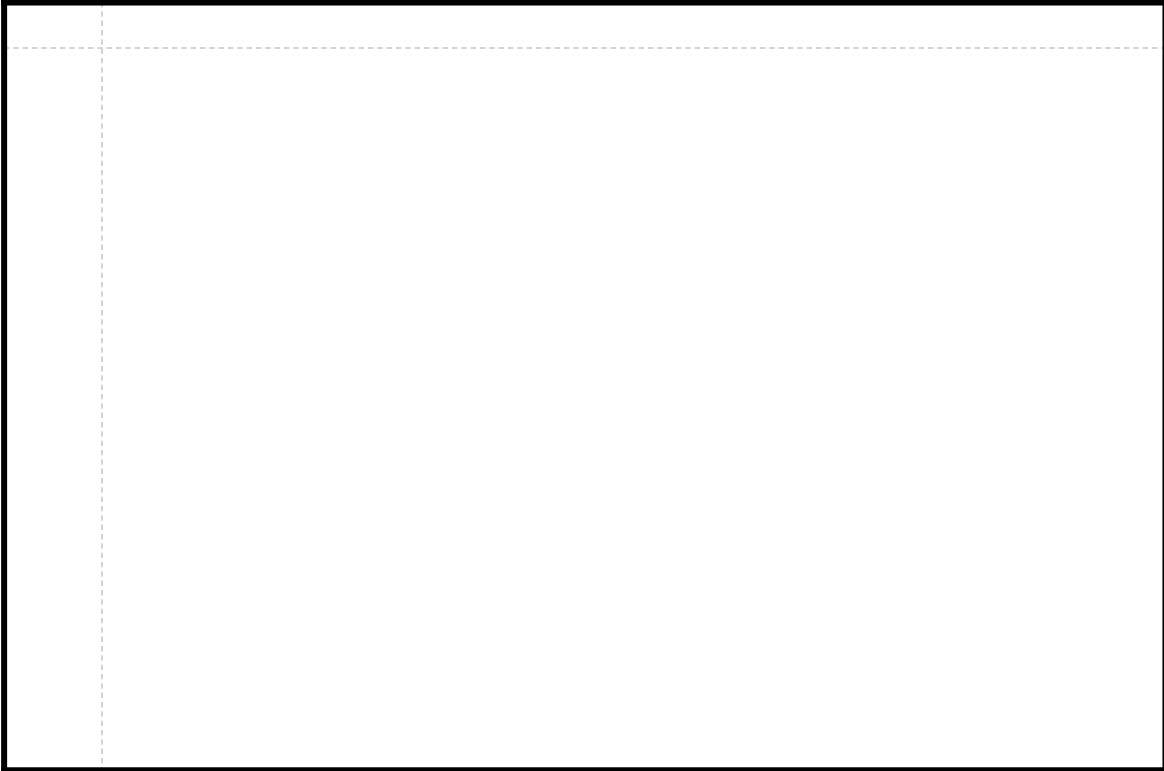
Last week, I mailed you a letter asking you to complete an online questionnaire about household energy use.

If you or someone in your household has already completed the questionnaire, please accept my sincere thanks. If not, please do so today.

The website for the study and your Web Survey ID is enclosed. If you have any questions, please call us at 1-866-800-9177.

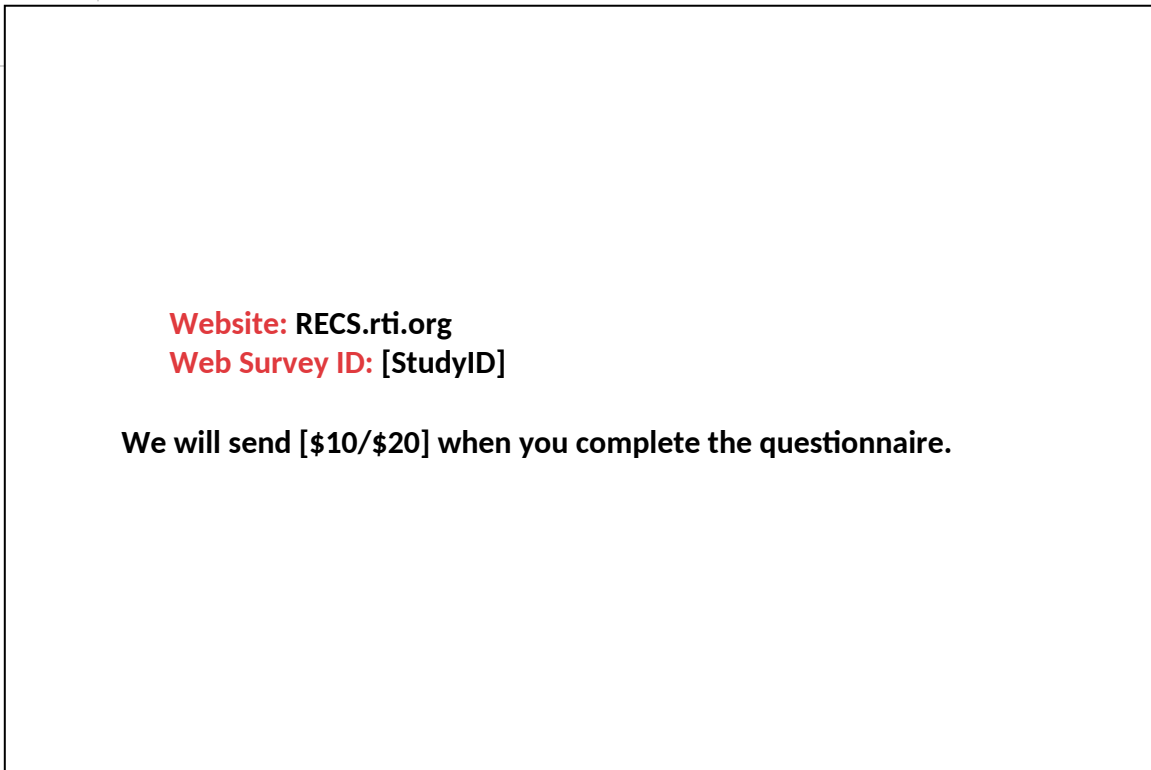
Many thanks,

Tom Leckey  
Director, Office of Energy Consumption and Efficiency Statistics  
U.S. Energy Information Administration  
United States Department of Energy



**Website:** RECS.rti.org  
**Web Survey ID:** [StudyID]

**We will send [\$10/\$20] when you complete the questionnaire.**



## **3b. Postcard Reminder Choice and Choice+ Version**



C/O RTI International  
Research Operations Center  
5265 Capital Boulevard  
Raleigh, NC 27616-2925 ■ USA  
Data Capture (0214615.002.003)

RESIDENT  
[RECIPIENT ADDRESS]  
[CITY, ST ZIP]

Dear Resident,

Last week, I mailed you a package asking you to complete a questionnaire about household energy use.

If you or someone in your household has already completed the questionnaire, please accept my sincere thanks. If not, please do so today. The website for the study and your Web Survey ID is again enclosed. If you prefer paper, a printed questionnaire and postage-paid return envelope was provided in the previous package.

If you have any questions, please call us at 1-866-800-9177.

Many thanks,

Tom Leckey  
Director, Office of Energy Consumption and Efficiency Statistics  
U.S. Energy Information Administration  
United States Department of Energy



**Website:** RECS.rti.org  
**Web Survey ID:** [StudyID]

[We will send \$10 when you complete the questionnaire./We will send \$20 when you complete the questionnaire. We will send \$10 when you complete the questionnaire and a bonus \$10 (for total of 20 if you complete the questionnaire online instead of using the paper form./We will send \$20 when you complete the questionnaire and a bonus \$10 (for total of \$30) if you complete the questionnaire online instead of using the paper form.]

ons

**4a. Survey Mailing 2 Cover Letter**  
**CAWI Version**



## Department of Energy

Washington, DC 20585

RESIDENT  
[STREET ADDRESS]  
[CITY, STATE ZIP]

**We will send [\$10/\$20] when we receive your completed questionnaire.**

Dear Resident,

Recently, I sent you a letter asking for your help with a study about household energy use.

If you or someone in your household has already completed the 2015 Residential Energy Consumption Survey please accept my sincere thanks. If not, please complete it online by going to the website below.

**Website:** [RECS.rti.org](http://RECS.rti.org)

**Web Survey ID:** [StudyID]

It will take about 30 minutes to complete. As a thank you for participating, we will send you [\$10/\$20] when you are finished.

If you have any questions, please call us toll-free at 1-866-800-9177.

Thank you in advance for your assistance with this important study!

Sincerely,

A handwritten signature in black ink, appearing to read "Th. J. Leckey".

Tom Leckey  
Director, Office of Energy Consumption and Efficiency Statistics  
U.S. Energy Information Administration  
United States Department of Energy



**4b. Survey Mailing 2 Cover Letter  
CAWI/PAPI and Choice Version**



## Department of Energy

Washington, DC 20585

RESIDENT  
[STREET ADDRESS]  
[CITY, STATE ZIP]

**We will send [\$10/\$20] when we receive your completed questionnaire.**

Dear Resident,

Recently, I sent you a letter asking for your help with a study about household energy use.

If you or someone in your household has already completed the 2015 Residential Energy Consumption Survey please accept my sincere thanks. If not, please complete it online by going to the website below.

**Website:** [RECS.rti.org](http://RECS.rti.org)

**Web Survey ID:** [StudyID]

If you prefer you may complete the enclosed questionnaire and return it in the postage-paid envelope.

It will take about 30 minutes to complete. As a thank you for participating, we will send you [\$10/\$20] when you are finished.

If you have any questions, please call us toll-free at 1-866-800-9177.

Thank you in advance for your assistance with this important study!

Sincerely,

A handwritten signature in black ink that reads "Th. J. Leckey".

Tom Leckey  
Director, Office of Energy Consumption and Efficiency Statistics  
U.S. Energy Information Administration  
United States Department of Energy



## **4c. Survey Mailing 2 Cover Letter**

### **Choice+ Version**



## Department of Energy

Washington, DC 20585

RESIDENT  
[STREET ADDRESS]  
[CITY, STATE ZIP]

**We will send [\$10/\$20] when you complete the questionnaire and a bonus \$10 (for total of [\$20/\$30]) if you complete the questionnaire online instead of using the paper form.**

Dear Resident,

Recently, I sent you a letter asking for your help with a study about household energy use.

If you or someone in your household has already completed the 2015 Residential Energy Consumption Survey please accept my sincere thanks. If not, please complete it online by going to the website below.

**Website:** [RECS.rti.org](http://RECS.rti.org)

**Web Survey ID:** [StudyID]

If you prefer you may complete the enclosed questionnaire and return it in the postage-paid envelope.

It will take about 30 minutes to complete. As a thank you for participating, we will send you [\$10/\$20] for completing and returning the enclosed questionnaire or [\$20/\$30] for completing the questionnaire online.

If you have any questions, please call us toll-free at 1-866-800-9177.

Thank you in advance for your assistance with this important study!

Sincerely,

A handwritten signature in black ink that reads "Th. J. Leckey".

Tom Leckey  
Director, Office of Energy Consumption and Efficiency Statistics  
U.S. Energy Information Administration  
United States Department of Energy

**5a. Reminder Postcard**  
**CAWI Version**



Residential Energy Consumption Survey  
United States Department of Energy  
C/O RTI International  
Research Operations Center  
5265 Capital Boulevard  
Raleigh, NC 27616-2925 ■ USA  
Data Capture (0214615.002.003)

**We will send [\$10/\$20] when we receive your completed questionnaire.**

**SPANISH TRANSLATION**

RESIDENT  
[RECIPIENT ADDRESS]  
[CITY, ST ZIP]

Dear Resident,

A few weeks ago, I contacted you about participating in a study about energy use in homes. Your participation is vital to understanding U.S. energy needs.

Please complete the questionnaire online using the website and the Web SurveyID printed on the inside of this postcard. We will send you [\$10/\$20] when we receive your completed questionnaire.

We will begin summarizing results of the study in the coming weeks. It is important to include households like yours for our results to be accurate.

If you would like more information about the study, please visit the study website at [www.eia.gov/consumption/residential/](http://www.eia.gov/consumption/residential/) or call us toll-free at 1-866-800-9177.

Many Thanks!

Tom Leckey  
Director, Office of Energy Consumption and Efficiency Statistics  
U.S. Energy Information Administration,  
United States Department of Energy

**Website: RECS.rti.org**  
**Web Survey ID: [StudyID]**

**5b. Reminder Postcard**  
**CAWI/PAPI and Choice Version**





Residential Energy Consumption Survey  
 United States Department of Energy  
 C/O RTI International  
 Research Operations Center  
 5265 Capital Boulevard  
 Raleigh, NC 27616-2925 ■ USA  
 Data Capture (0214615.002.003)

**We will send [\$10/\$20] when we receive your completed questionnaire.**  
**SPANISH TRANSLATION**

RESIDENT  
 [RECIPIENT ADDRESS]  
 [CITY, ST ZIP]

Dear Resident,

A few weeks ago, I contacted you about participating in a study about energy use in homes. Your participation is vital to understanding U.S. energy needs.

Please complete the questionnaire online using the website and the Web SurveyID printed on the inside of this postcard. If you prefer you may instead complete the questionnaire we recently sent and return it in the postage-paid envelope provided. We will send you [\$10/\$20] when we receive your completed questionnaire.

We will begin summarizing results of the study in the coming weeks. It is important to include households like yours for our results to be accurate.

If you would like more information about the study, please visit the study website at [www.eia.gov/consumption/residential/](http://www.eia.gov/consumption/residential/) or call us toll-free at 1-866-800-9177.

Many Thanks!

Tom Leckey  
 Director, Office of Energy Consumption and Efficiency Statistics  
 U.S. Energy Information Administration,

**Website: RECS.rti.org**  
**Web Survey ID: [StudyID]**

# 5c. Reminder Postcard

## Choice+ Version



Residential Energy Consumption Survey  
United States Department of Energy  
C/O RTI International  
Research Operations Center  
5265 Capital Boulevard  
Raleigh, NC 27616-2925 ■ USA  
Data Capture (0214615.002.003)

**We will send [\$10/\$20] when you complete the questionnaire and a bonus \$10 (for total of [\$20/\$30]) if you complete the questionnaire online instead of using the paper form.**

RESIDENT  
[RECIPIENT ADDRESS]  
[CITY, ST ZIP]

Dear Resident,

A few weeks ago, I contacted you about participating in a study about energy use in homes. Your participation is vital to understanding U.S. energy needs.

Please complete the questionnaire online using the website and the Web SurveyID printed on the inside of this postcard. If you prefer you may instead complete the questionnaire we recently sent and return it in the postage-paid envelope provided. We will send you [\$10/\$20] when we receive your completed questionnaire by mail or [\$20/\$30] if you complete the survey online instead.

We will begin summarizing results of the study in the coming weeks. It is important to include households like yours for our results to be accurate.

**Website: RECS.rti.org**  
**Web Survey ID: [StudyID]**



# **6a. Final Survey Mailing Cover Letter**

**(via UPS)**

**CAWI Version**



## Department of Energy

Washington, DC 20585

RESIDENT  
[STREET ADDRESS]  
[CITY, STATE ZIP]

**We will send [\$10/\$20] when we receive your completed questionnaire.**

Dear Resident,

In recent weeks, I have sent you an invitation to participate in a research study about your household's energy usage. To the best of our knowledge, we have not yet received your responses. With your help, this study will provide information about household energy usage across the United States that can be used to understand our future energy needs and improve efficiency.

Please complete the questionnaire online by going to the website below.

**Website:** [RECS.rti.org](http://RECS.rti.org)

**Web Survey ID:** [StudyID]

It will take about 30 minutes to complete. As a thank you for participating, we will send you [\$10/\$20] [when you are finished. Your responses are voluntary and will be kept confidential. If you have any questions about this study, please call us toll-free at 1-866-800-9177. This is the last time we will contact you.

Thank you so much for your help with this very important study!

Many thanks,

A handwritten signature in black ink that reads "Th. J. Leckey".

Tom Leckey  
Director, Office of Energy Consumption and Efficiency Statistics  
U.S. Energy Information Administration  
United States Department of Energy

**6b. Final Survey Mailing Cover Letter  
(via UPS)**

**CAWI/PAPI and Choice Version**



## Department of Energy

Washington, DC 20585

RESIDENT  
[STREET ADDRESS]  
[CITY, STATE ZIP]

**We will send [\$10/\$20] when we  
receive your completed questionnaire.**

Dear Resident,

In recent weeks, I have sent you an invitation to participate in a research study about your household's energy usage. To the best of our knowledge, we have not yet received your responses. With your help, this study will provide information about household energy usage across the United States that can be used to understand our future energy needs and improve efficiency.

Please complete the questionnaire online by going to the website below.

**Website:** [RECS.rti.org](http://RECS.rti.org)

**Web Survey ID:** [StudyID]

If you prefer, you may complete the enclosed questionnaire and return it in the postage-paid envelope provided.

It will take about 30 minutes to complete. As a thank you for participating, we will send you [\$10/\$20] when you are finished. Your responses are voluntary and will be kept confidential. If you have any questions about this study, please call us toll-free at 1-866-800-9177. This is the last time we will contact you.

Thank you so much for your help with this very important study!

Many thanks,

A handwritten signature in black ink that reads "Th. J. Leckey".

Tom Leckey  
Director, Office of Energy Consumption and Efficiency Statistics  
U.S. Energy Information Administration  
United States Department of Energy

## **6c. Final Survey Mailing Cover Letter**

**(via UPS)**

**CAWI/PAPI and Choice Version**





## Department of Energy

Washington, DC 20585

RESIDENT  
[STREET ADDRESS]  
[CITY, STATE ZIP]

**We will send [\$10/\$20] when you complete the questionnaire and a bonus \$10 (for total of [\$20/\$30]) if you complete the questionnaire online instead of using the paper form.**

Dear Resident,

In recent weeks, I have sent you an invitation to participate in a research study about your household's energy usage. To the best of our knowledge, we have not yet received your responses. With your help, this study will provide information about household energy usage across the United States that can be used to understand our future energy needs and improve efficiency.

Please complete the questionnaire online by going to the website below.

**Website: [RECS.rti.org](http://RECS.rti.org)**

**Web Survey ID: [StudyID]**

If you prefer, you may complete the enclosed questionnaire and return it in the postage-paid envelope provided.

It will take about 30 minutes to complete. As a thank you for participating, we will send you [\$10/\$20] for completing and returning the enclosed questionnaire or [\$20/\$30] for completing the questionnaire online. Your responses are voluntary and will be kept confidential. If you have any questions about this study, please call us toll-free at 1-866-800-9177. This is the last time we will contact you.

Thank you so much for your help with this very important study!

Many thanks,

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Tom Leckey  
Director, Office of Energy Consumption and Efficiency Statistics  
U.S. Energy Information Administration  
United States Department of Energy



## **7. Cover Letter for Thank You/Post-paid Incentive**

## Department of Energy

Washington, DC 20585

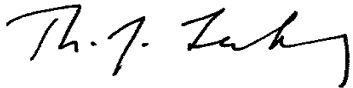
RESIDENT  
[STREET ADDRESS]  
[CITY, STATE ZIP]

Dear Resident,

We recently received your response to our questionnaire about household energy use, the 2015 Residential Energy Consumption Survey. Thank you very much for assisting us with this study.

We have enclosed [\$10/\$20/\$30] for you as a way of saying thanks. We greatly appreciate your participation in this study!

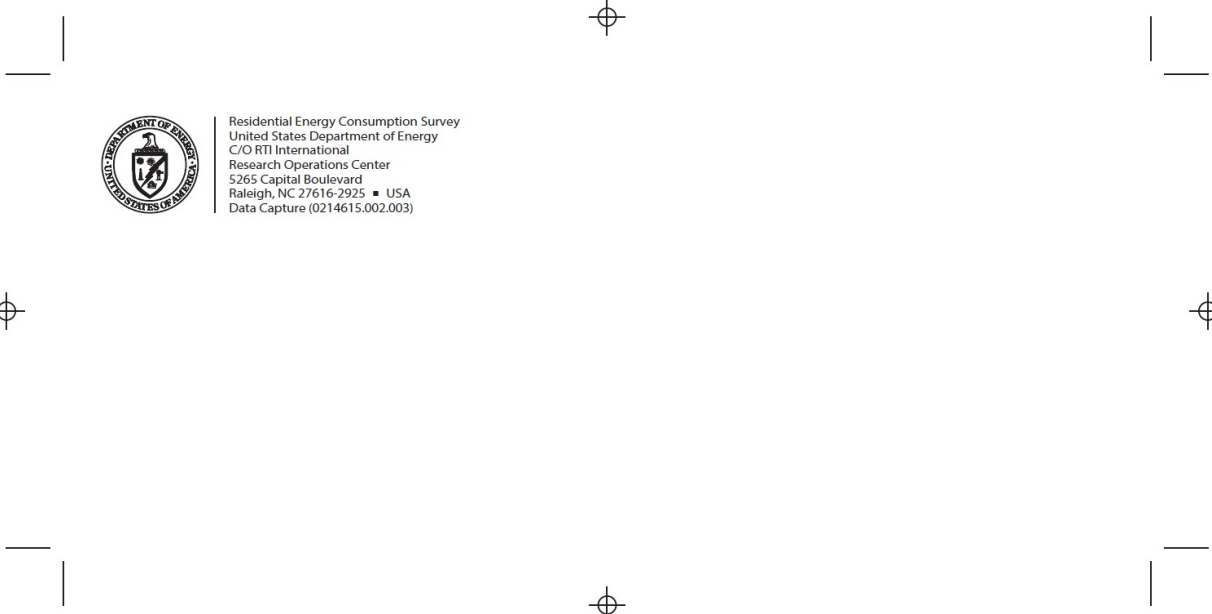
Sincerely,

A handwritten signature in black ink, appearing to read "Th. J. Leckey". The signature is written in a cursive style with a large, sweeping flourish at the end.

Tom Leckey  
Director, Office of Energy Consumption and Efficiency Statistics  
U.S. Energy Information Administration  
United States Department of Energy

## 8. Envelope Images

a. #10 envelope



Residential Energy Consumption Survey  
United States Department of Energy  
C/O RTI International  
Research Operations Center  
5265 Capital Boulevard  
Raleigh, NC 27616-2925 ■ USA  
Data Capture (0214615.002.003)

b. 9x12 outer envelope return address



Residential Energy Consumption Survey  
United States Department of Energy  
C/O RTI International  
Research Operations Center  
5265 Capital Boulevard  
Raleigh, NC 27616-2925 ■ USA  
Data Capture (0214615.002.003)

c. 9X12 BRE



Residential Energy Consumption Survey  
United States Department of Energy  
C/O RTI International  
Research Operations Center  
5265 Capital Boulevard  
Raleigh, NC 27616-2925 • USA  
Data Capture (0214615.002.003)



NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES



**BUSINESS REPLY MAIL**  
FIRST-CLASS MAIL PERMIT NO. 405 RALEIGH, NC

POSTAGE WILL BE PAID BY ADDRESSEE



Residential Energy Consumption Survey  
United States Department of Energy  
C/O RTI International  
ATTN: DATA CAPTURE (0214615.002.003)  
5265 Capital Boulevard  
Raleigh, NC 27690-1653

Decoded IMb : 0070890110231900000276901653 Mailpiece Size : 9.0 X 12.0 Flat  
Do not modify the size or change the placement of either the FM or IMb.  
QBRM pieces that are non-automation compatible and/or contain the incorrect ZIP+4 code are  
ineligible for QBRM prices and will be charged the non-QBRM High Volume postage and fees.