

MA-3000-L2  
(08-2015)



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Economics and Statistics Administration**  
**U.S. Census Bureau**

Washington, DC 20233-0001  
OFFICE OF THE DIRECTOR

FROM THE DIRECTOR  
U.S. CENSUS BUREAU

Our records show that your Manufacturers' Unfilled Orders Survey (MA-3000) form is past due. Please complete and return your form immediately. If actual figures are not readily available, reasonable estimates may be used. We also encourage you to report online. The Internet address along with your User ID and Password can be found in the "Report electronically" section on the first page of the survey form. Enclosed you will find a duplicate copy of the form and instructions. If you have recently completed and mailed your survey form, we thank you and ask that you disregard this notice.

The information collected on this survey is authorized by Title 13, United States Code, Section 131 and 182. Sections 224 and 225 make the collection mandatory. By Title 13, United States Code, Section 9, your report is confidential, and only persons sworn to uphold the confidentiality of Census Bureau information will see the data you report and will use it only for statistical purposes. The law also provides that copies retained in your files are immune from legal process.

The Manufacturers' Unfilled Orders Survey is the only source of information for benchmarking unfilled orders data. Your participation is essential for providing quality statistics used to gauge current business conditions.

We appreciate your cooperation in returning your form promptly. If you have any questions or comments, please call our office on (301) 763-1779.

Sincerely,

John H. Thompson  
Director  
Enclosures

## **OMB Number**

You are not required to respond to this collection of information if it does not display a valid approval number from the Office of Management and Budget (OMB). The eight-digit OMB number is 0607-0561 and appears in the upper right corner of the report form/login screen.

## **Authority and Confidentiality**

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## **Burden Estimate Statement**

Public reporting burden for this collection of information is estimated to be approximately one hour per response for multi-divisional companies and fifteen minutes for single divisional companies, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: ECON Survey Comments 0607-0561, U.S. Census Bureau, 4600 Silver Hill Road, Room EMD-8K122, Washington, DC 20233. You may e-mail comments to [ECON.Survey.Comments@census.gov](mailto:ECON.Survey.Comments@census.gov). Be sure to use ECON Survey Comments 0607-0561 as the subject.