

Producer Price Index

Reporting Your Data By Mail

Services

www.bls.gov/ppi

October 2016

Thank you for participating in the Producer Price Index (PPI) program. The PPI is a measure of the average change in selling prices received by domestic producers of goods and services. The data you provide will be used by the Bureau of Labor Statistics (BLS) to construct the PPI.

This handout is intended to assist in completing the PPI forms you will use to provide data. An example of how to fill out a form is included on the back of this page, and the following are things to keep in mind about providing data.

Receiving the forms:

- Expect to receive the forms on or before the 15th of the month.

Completing the forms:

- Follow the steps in the instructions sheet sent with the forms to provide monthly updates.
- If the price has changed, provide updates to the components of the overall price in section 2 of the form.
- If at any point someone will be completing the forms in your place, enter the information for the person who will take your place in section 5. You may also call or email the PPI Analyst listed in section 1 of the forms and provide him or her with the name and phone number of the new person who will complete the forms.
- If a service is no longer offered, select a substitute that is as similar as possible to the original. Choose one that you expect to be offered for some time. Update the description, adjustments to price, and terms of transaction to reflect the substitution, and explain in section 5. You may also contact the PPI Analyst listed in section 1 to discuss choosing a replacement.
- Enter your updates as clearly as possible in black or blue ink, as your completed forms are scanned electronically when received by BLS.

Returning the forms:

- Complete and return all forms, **even if the price has not changed**.
- Please return the forms within **five** business days.
- You may return the forms either by mail or fax. The fax number and return address are provided in section 1 of the forms.
- If you wish to submit prices via web, please call the PPI Analyst listed in section 1 of the form or indicate your request and provide your email address in section 5 of the completed form.

Example form:

- The example on the next page is an illustration of a completed form. The information that appears in the example is different from what will appear on your forms.
- The example illustrates how one should complete the form in a case in which the item description and contact information have changed, there is a correction to a previously reported price, and there is a new price change.

If you have any questions, contact the PPI analyst using the phone number or email address provided on each form. A full list of Producer Price Index contacts can be found at www.bls.gov/ppi/ppicon.htm.



INFORMATION FOR THE PRODUCER PRICE INDEX

www.bls.gov/ppi

201202 RC: 123456789 IC: 523930G11A01 NAICS: 523930 BLS 473-P OMB NUMBER 1220-0008

1. **Instructions:** Complete the form and fax to (555) 555-5555 or return to U.S. Department of Labor, Bureau of Labor Statistics, Code 47, Washington, DC 20212. For assistance, contact Joe Analyst at (202) 555-5555 or Analyst.J@bls.gov.

Use the information in this section to return the form. Contact the analyst listed here for assistance.

2. Have the Description, Adjustments to Price, or Terms of Transaction changed? Yes No → If Yes, please update below

Financial planning services. Comprehensive plan. College planning. Retirement planning. Portfolio analysis. Annual follow-up analysis. Single bill for entire matter. Individual/family client.

Number of hours: 20
Hourly rate: \$150.00
Subtotal: \$3,000.00
Fixed fee: \$1,500.00
Total fee: \$4,500.00

\$175.00 semi-annual effective 8/2

\$1,500.00

Write in changes to the description and components of the price, if necessary.

Adjustments to Price

Type of Discount: Competitive, Value/Terms: None currently, Reflected in the price below? No
Type of Surcharge: Surcharge, Value/Terms: None currently, Reflected in the price below? No

Terms of Transaction

Type of Sale: Market Sale
Domestic/Foreign Buyer: Domestic buyer
Type of Buyer: Private Individual
Contract Terms: Contract
Size of Shipment: N/A
Unit of Measure: Entire service
Freight: N/A

Correct previously reported prices in section 3.

If the price has changed, enter it in section 4.

3. Are there any updates to the Previously Reported Prices? Yes No → If yes, please update below.

April 15, 2014 \$4,500.0000
May 13, 2014 \$4,500.0000
June 10, 2014 \$4,500.0000
July 15, 2014 \$4,500.0000

Grid for price updates with handwritten entry: 4,750.0000

4. Has the price changed between July 15, 2014 and August 12, 2014? Yes No → If yes, please update below.

\$ 5,000.0000 cents

Per: Entire service
Type of Price: Fixed plus hourly fee

5. Please provide the reason(s) for any significant price changes and/or any other remarks.

The email address should be doe.john@abcfakename.com

Please review your current contact information and make corrections in Section 5.

523930G11A01 02214 000WMP

Review your contact information and note changes in section 5.

JOHN DOE
SALES REP
ABCDEF FAKE NAME CORPORATION
1234 MAIN STREET
WASHINGTON DC 00000

Phone: (321) 555-1234 x123
Fax: (321) 555-4321
Email: John.doe@abcfakename.com

