

Subject: DUE DATE REMINDER: Quarterly Services Survey

NAME
COMPANY

Recently, the U.S. Census Bureau asked you to complete the **Quarterly Services Survey**. If you have submitted your report in the past few days, **thank you**. If you have not yet reported, please use the following information to access the survey:

Reporting Period: Quarter ending Mmmmm DD, YYYY

Authentication Code: XXXX-XXXX-XXXX

Due Date: Mmmmm DD, YYYY

1. **Sign in** OR **register** at <https://portal.census.gov>
2. **Add** your authentication code
3. **Report** by clicking on “REPORT NOW”

For assistance with completing this survey, please **do not reply to this email**. Please sign into your Census Bureau account or call our customer help line at 1-800-772-7851, Monday through Friday, 8:30 a.m. to 5:00 p.m. Eastern time.

Thank you in advance for your time and cooperation, and for helping the U.S. Census Bureau measure America’s people, places, and economy. Your response makes a difference.

Sincerely,

Stephanie L. Studds
Chief, Economic Indicators Division
U.S. Census Bureau