



**A Message from the U.S. Census Bureau:**

We are requesting your cooperation with the **2017 Manufacturers' Unfiled Orders Survey**. This survey collects data on sales and unfiled orders for 2017 and 2016 from domestic manufacturing companies. The data collected will be used in the development of estimates of monthly unfiled orders in the Manufacturers' Shipments, Inventories, and Orders (M3) survey.

Please report company sales and unfiled orders for your total domestic manufacturing activities as printed on your form. The list of manufacturing activities to assist you in identifying the industry codes as defined by the 2012 North American Industry Classification System (NAICS) is also included.

Use the enclosed form as a worksheet prior to reporting online, or return the completed form in the enclosed envelope. Online reporting is encouraged due to cost savings and reduced processing times.

Steps to report online:

1. **Sign in OR register** at <https://portal.census.gov>
2. **Add** your authentication code, which is printed on the front page of the form.
3. **Report** by clicking on "REPORT NOW." You can return to your account over multiple sessions to complete.

**YOUR RESPONSE IS REQUIRED BY LAW** and will be kept strictly **CONFIDENTIAL**.

We estimate the time to complete this survey varies from 15 minutes for single divisional companies to 60 minutes for multi-divisional companies, with an average of 30 minutes. Additional information about the authority, confidentiality, and burden of this data collection can be found on the back of this letter.

For assistance with completing this survey, please sign into your Census Bureau account or call us at 301-763-1779, Monday through Friday, 7:00 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,

Ron S. Jarmin  
Performing the Non-Exclusive Functions  
and Duties of the Director

Enclosures

### **OMB Number**

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0561 and appears at the upper right of the survey form/each reporting screen. Without this approval, we could not conduct this survey.

### **Authority and Confidentiality**

Title 13, United States Code, Sections 131 and 182, authorize this collection. Sections 224 and 225 require your response. The U.S. Census Bureau is required by Section 9 of the same law to keep your information confidential and can use your responses only to produce statistics. The Census Bureau is not permitted to publicly release your responses in a way that could identify your business, organization, or institution. Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.

### **Burden Estimate Statement**

We estimate the time to complete this survey varies from 15 minutes for single divisional companies to 60 minutes for multi-divisional companies, with an average of 30 minutes, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.