



A Message from the Director, U.S. Census Bureau:

Your firm has been selected to participate in the **Quarterly Services Survey**. The U.S. Census Bureau's mission is to serve as the leading source of quality data about the nation's people and economy. This survey produces one of the Census Bureau's many important economic measurements. Data from this survey provide business leaders and policy makers with an up-to-date picture of the nation's economic condition and are a key element in estimating the quarterly Gross Domestic Product (GDP).

We invite you to browse through the wealth of data available through the Census Bureau's website. Start by viewing this survey's results at: <https://census.gov/services/index.html>.

Please follow these steps to complete the survey:

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

Online reporting is easy, reduces costs, and decreases processing times. You may elect to return the completed form in the enclosed envelope instead of responding online.

YOUR RESPONSE WILL BE KEPT STRICTLY CONFIDENTIAL. We estimate this survey will take between 10 and 15 minutes to complete. 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 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 participation, and for helping the U.S. Census Bureau measure America's people, places, and economy.

Sincerely,

Steven D. Dillingham
Director

Enclosures

OMB Number

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0907 and appears in the top right corner of the paper survey form or each online reporting screen. Without this approval, we could not conduct this survey.

Authority and Confidentiality

Title 13, United States Code, Sections 131 and 182, authorizes the U.S. Census Bureau to conduct this collection and to request your voluntary assistance. The Census Bureau is required by Section 9 of the same law to keep your information confidential and 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 Quarterly Services Survey will take between 10 and 15 minutes to complete, including the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the survey.



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Sincerely,

A handwritten signature in black ink that reads "Steven D. Dillingham".

Steven D. Dillingham
Director

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Thank you in advance for your time and participation, and for helping the U.S. Census Bureau measure America's people, places, and economy.

Sincerely,

A handwritten signature in black ink that reads "Steven D. Dillingham". The signature is written in a cursive style with a large, sweeping initial "S".

Steven D. Dillingham
Director

Enclosures

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Burden Estimate Statement

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The Office of Management and Budget
(OMB) approval number for the
Quarterly Services Survey is 0607-0907.

A Message from the U.S. Census Bureau:

Thank you for your continued participation in the **Quarterly Services Survey**. This survey is expected to take approximately 10 to 15 minutes to complete, and your timely response is greatly appreciated.

Please reference the information below to begin reporting.

Authentication Code:

Due Date:

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

For assistance with completing this survey, 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 participation, and for helping the U.S. Census Bureau measure America's people, places, and economy.

Sincerely,

A handwritten signature in cursive script that reads "Stephanie L. Studds".

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



PAST DUE NOTICE

Our records indicate that we have not received your **Quarterly Services Survey**, which is estimated to take between 10 and 15 minutes to complete. Please complete the survey online using the following information:

Authentication Code:

Due Date:

1. **Sign in OR register** at <https://portal.census.gov>
2. **Add** your authentication code OR **locate** this report under “My Surveys.”
3. **Report** by clicking on “REPORT NOW.” You can return to your account over multiple sessions to complete the survey.

If you recently reported, you can verify your filing status by clicking on “Options” and then “Filing Status.” Look for an entry under the “Date Received” column.

YOUR RESPONSE WILL BE KEPT STRICTLY CONFIDENTIAL. The U.S. Census Bureau is required by Title 13, United States Code, Section 9, to keep your information confidential and 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.

For assistance with completing this survey, 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.

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Sincerely,

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

The information contained in this facsimile is privileged and/or confidential information and intended only for the use of the individual or entity named. If the reader of this message is not the intended recipient, or the employers or agency responsible to deliver to the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you receive this transmittal in error, or did not receive a complete transmission, please immediately notify the sender by telephone at 1-800-327-4389 (select option 3) between 8:30 a.m. and 4:30 p.m. Eastern time.

QSS-L3
(05-04-2020)



UNITED STATES DEPARTMENT OF COMMERCE
U.S. Census Bureau
Washington, DC 20233-0001

The Office of Management
and Budget (OMB) approval
number for the Quarterly
Services Survey is 0607-0907.

We are requesting your response to the latest **Quarterly Services Survey**. If you have recently submitted your survey online, **thank you**. If you have not yet submitted your survey, please complete the survey online using the following information:

Reporting Period:
Authentication Code:

1. **Create** a Census Bureau account at <https://portal.census.gov>
2. **Add** your authentication code
3. **Report** by clicking on "REPORT NOW"

Special notice: Our operations to mail, receive, and process paper forms are not available at this time. Most respondents already provide data online and we thank those of you that do and only ask you to continue to do so. Online reporting is the easiest, quickest, most reliable way to respond at this time.

Because of the recent Coronavirus (COVID-19) outbreak, we realize you may not have immediate access to the records you need to provide exact responses to the questions in this survey. If this is the case, we accept your best estimate.

RESPONSES ARE KEPT STRICTLY CONFIDENTIAL. The U.S. Census Bureau is required by Title 13, United States Code, Section 9, to keep your information confidential and 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.

For assistance with completing your survey, please call us at 1-800-772-7851, Monday through Friday, 8:30 a.m. to 5:00 p.m. Eastern time. You may be asked to leave a voice mail message in lieu of speaking with a person, and we will return your call as soon as possible.

Thank you in advance for your time and participation, and for helping the U.S. Census Bureau measure America's people and economy.

Sincerely,

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

**U.S. DEPARTMENT OF COMMERCE
U.S. Census Bureau**

1201 E 10th St
Jeffersonville IN 47132-0001

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QSS-L3 (05-2020)

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Subject: ONLINE REPORTING OPEN: Quarterly Services Survey

NAME
COMPANY

The **Quarterly Services Survey** is now open for [**quarter, year**]. Please use the following information to access the survey:

Reporting Period: Quarter ending Mmmmm DD, YYYY

Authentication Code: XXXX-XXXX-XXXX

Due Date: XXXXX XX, 201X

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

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.

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Sincerely,

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

Subject: RESPONSE REQUESTED: Quarterly Services Survey

NAME
COMPANY

Recently, the U.S. Census Bureau requested your participation with the **Quarterly Service Survey**. If you have submitted your survey in the past few days, **thank you**. If you have not yet reported, please do so **within 5 days** using the following information:

Reporting Period: Quarter ending Mmmmm DD, YYYY
Authentication Code: XXXX-XXXX-XXXX

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

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