

Title: PPI Introduction - Schedule Appointment with New Respondent

Purpose: This is an email a Field Economist would send as an introduction to a contact identified as a potential respondent. This email could be used when working to secure an appointment to conduct an initiation interview.

Subject: U.S. Bureau of Labor Statistics - Producer Price Index (333999F000)

Dear Name,

My name is (FE name), and I am an economist/statistician with the U.S. Department of Labor, Bureau of Labor Statistics (BLS). I'm contacting you because your company was sampled to provide data for the Producer Price Index (PPI) to help represent NAICS 333333 - Industry Name, and I'd like to schedule a meeting to collect the data. I anticipate the meeting taking approximately one hour.

The following outlines the data and information we need for the PPI from your company.

What is the PPI?

The PPI program measures the average change over time in the selling prices received by domestic producers/service providers for their output. It is one of the Principal Federal Economic Indicators for the U.S. economy and is extremely important for both the public and private sectors. Please visit the following link for additional information for PPI respondents -

<https://www.bls.gov/respondents/ppi/home.htm>

In addition, you can visit <https://www.bls.gov/ppi/videos/> for an introduction to the PPI.

Will your information remain confidential?

All collected information will be used exclusively for statistical purposes and will be accessible only to authorized persons. The following link provides an overview of information about respondent confidentiality - <https://www.bls.gov/bls/confidentiality.htm>

What information is needed?

- Verify industry NAICS 333333 - Industry Name
- Obtain number of employees
- Review products or services and select approximately four that are representative of your revenue. For each, provide a brief description, terms of sale, and selling price.
- Discuss and review instructions for future price updates.

What is the next step?

Set up a meeting (in-person, phone, video using MS Teams) with the appropriate person(s).

I could meet with you at any of the following times:

- Wednesday, February 12th @ any time before 11 am (EST)
- Thursday, February 13th @ 9 am or 11 am (EST)
- Tuesday, February 18th @ 1 pm (EST)

If none of the above dates/times work, please let me know and we can work on another date/time.

Thank you for your time and assistance. I look forward to working with you.

Sincerely,

Mike Smith

Economist

Phone (333)444-5555

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