

Title: PPI Post Initiation Follow-up - with Spreadsheet

Purpose: This is an email a Field Economist would send after meeting with a respondent where NOT all data was provided during the initiation interview. This email would be used if a respondent has agreed to provide remaining initiation information using an encrypted spreadsheet. This email, with the attached encrypted spreadsheet, would be used in situations where most of the essential information could not be provided during the initiation interview, such as item descriptions and transaction data.

Subject: U.S. Bureau of Labor Statistics Producer Price Index Meeting Follow-up (333999E001)

Dear Name,

Thank you for taking the time to meet with me last **Wednesday, November 13th**, regarding the Producer Price Index (PPI), a Principal Federal Economic Indicator for the U.S. economy. Your knowledge and input make the PPI more meaningful and accurate. It was nice meeting with you and I appreciate your time and assistance.

Follow-up Action Items

During the meeting, we discussed and selected several products/services. We need to gather some specifics and pricing data about the items. As discussed, I am attaching an Excel spreadsheet to assist you in providing this information.

As per BLS policy, the spreadsheet is password protected. For security purposes, I will send the password in a separate email immediately following this email.

In the spreadsheet, fill the empty cells starting in **Column C** with your data. Once I have the information from the spreadsheet, our initial collection effort will be complete. As a reminder, these are the items for which you will be providing price updates going forward.

Please complete the attached spreadsheet and email to me by _____ (**10 days to 2 weeks**). If you need additional time, simply let me know. Or, if you prefer, we can set up a call for the remaining information requested.

If you have any questions, feel free to reply to me by email or phone at **(FE Phone)**.

Thank you again for your help with this important index.

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