**Title: PPI Post Initiation Follow-up – with Table**

**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 could be used if a respondent declines to use an encrypted spreadsheet to provide remaining initiation information. The Field Economist may also prefer to use this email in place of a spreadsheet if there are just a few remaining pieces of information that are needed. Since the majority of information has already been obtained, the FE could condense the table so that just the needed elements appear in the table.

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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 you and I appreciate your time and assistance.

**Follow-up Action Items**

During the meeting we selected several products/services. We need to gather some specifics and pricing data about each item. As discussed, I am including a table to assist you in providing this information.

The table outlines the type of information we need for each item. As a reminder, these are the items for which you will be providing price updates going forward.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DESCRIPTIVE INFO** | **Example** | **Item #1** | **Item #2** | **Item #3** | **Item #4** |
| TYPE OF PRODUCT/SERVICE REQUESTED | *Folding Paperboard Box for fresh produce* |  |  |  |  |
| TYPE OF PRODUCTION | *Manufactured by you* |  |  |  |  |
| **PRODUCT CHARACTERISTICS** |  |   |   |   |   |
| Product name | *Banana Box* |  |  |  |  |
| Product number | *162010cnk* |  |  |  |  |
| Description (size, weight, material, options, etc.) | *dimensions 16"(w) X 20"(l) X 10"(H)* |  |  |  |  |
| *coated natural kraft* |  |  |  |  |
|  *Paraffin coated interior* |  |  |  |  |
|  *100% recycled fiber* |  |  |  |  |
| *1 color printing* |  |  |  |  |
| **TRANSACTION INFO** |  |   |   |   |   |
| Market/Intra Company Transaction | *Market Sale* |  |  |  |  |
| Domestic/Foreign Buyer | *Domestic Buyer* |  |  |  |  |
| Type of Buyer | *Wholesaler* |  |  |  |  |
| Contract Terms | *Contract* |  |  |  |  |
| Freight Terms | *FOB Factory* |  |  |  |  |
| Size of order/shipment (if price is affected) | *N/A* |  |  |  |  |
| Type of Price | *Net transaction (actual shipment)* |  |  |  |  |
| Unit of Measure | *100 boxes* |  |  |  |  |
| **Current Price** |  ***$ 78.00***  |  |  |  |  |
| **DISCOUNT/SURCHARGE INFO** |  |   |   |   |   |
| Please enter discounts/surcharges, one per line | *early payment discount - 2% when paid within 10 days* |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
| **Current Net Price (after discounts/surcharges)** |  ***$ 76.44***  |  |  |  |  |

Please provide the requested information and email it 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 to go over 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.

Mike Smith

Economist

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