



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

We request your participation with the **Manufacturers' Shipments, Inventories, and Orders** survey. The purpose of this survey is to provide broad-based monthly statistical data on current economic conditions and indications of future production commitments in the manufacturing sector. It provides some of the Nation's most widely used, timely information on the manufacturing sector of the economy.

Please use the enclosed form as a worksheet prior to reporting online. Website and login information can be found on the front page of the form. Online reporting is easy, reduces costs, and decreases processing times. You may elect to return the completed form instead of responding online.

**YOUR RESPONSE WILL BE KEPT STRICTLY CONFIDENTIAL.** 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 call us at 301-763-4832, Monday through Friday, 8:00 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 and economy.

Sincerely,

A handwritten signature in black ink that reads "Robert L. Santos".

Robert L. Santos  
Director

Enclosure

## **OMB Number**

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0008 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, 182, and 193, 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 Manufacturers' Shipments, Inventories, and Orders survey will take an average of 20 minutes to complete. Factors such as company size, complexity, and activity will affect your actual time to complete the survey. This estimate includes the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the survey.