SIC 2761 – MANIFOLD BUSINESS FORMS

PRODUCT CHECKLIST -PAGES 2-4
DEFINITIONS -PAGES 5-6

INDUSTRY DEFINITION

This industry is made up of establishments primarily engaged in designing and printing, by any process, special forms for use in the operation of a business, in single and multiple sets, including carbonized or interleaved with carbon or otherwise processed for multiple reproduction. It also includes establishments engaged in the manufacture of manifold books, including pegboard accounting systems. Business forms or aids that do not contain their own method of reproduction are excluded from the Manifold Business Forms industry.

The following products are included in SIC 2761:

- Autographic register forms
- Business forms, manifold (stock)
- Computer forms, manifold or continuous
- Continuous forms, office and business: carbonized or multiple reproduction
- Fanfold forms
- Sales books
- Strip forms
- Tabulating card set forms (business forms)
- Unit set forms (manifold business forms)

NORTH AMERICAN INDUSTRIAL CLASSIFICATION SYSTEM (NAICS)

323116 Manifold Business Form Printing

This US industry comprises establishments that are primarily engaged in the printing of special forms, including checkbooks, for use in the operation of a business. The forms may be in single and multiple sets, including carbonized, interleaved with carbon, or otherwise processed for multiple reproduction.

EXCLUDED FORM THIS INDUSTRY ARE THE FOLLOWING:

- Commercial Printing, Lithographic (SIC 2752)
- Commercial Printing, Gravure (SIC 2754)
- Commercial Printing, N.E.C. (SIC 2759)
- Carbon Paper and Inked Ribbons (SIC 3955)
  (includes carbon paper, spirit or gelatin and other stencil paper, and inked carbon ribbon for business machines)

SPECIAL INSTRUCTIONS

It is especially important to distinguish between those establishments whose plurality of revenue comes from other types of commercial printing and those establishments whose plurality of revenue comes from the manufacture or printing of manifold business forms. Data collection within SIC’s 2752, 2754, and 2759 indicates that establishments sampled in those industries may actually belong in SIC 2761. It is reasonable to expect that some establishments sampled in SIC 2761 may belong in the commercial printing industries. Take checklists for SIC’s 2752, 2754, and 2759 with you to the interview, since these SIC’s are similar to SIC 2761.
### CHECKLIST TITLE: MANIFOLD BUSINESS FORMS

#### PRODUCT

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Unit set form and label combination</td>
</tr>
<tr>
<td>002</td>
<td>Stock unit set form with one-time carbon</td>
</tr>
<tr>
<td>003</td>
<td>Stock unit set form, carbonless</td>
</tr>
<tr>
<td>004</td>
<td>Custom unit set form with one-time carbon</td>
</tr>
<tr>
<td>005</td>
<td>Custom unit set form, carbonless</td>
</tr>
<tr>
<td>006</td>
<td>Other unit set form</td>
</tr>
<tr>
<td>007</td>
<td>Tabulating card set</td>
</tr>
</tbody>
</table>

#### MANIFOLD BOOKS/ACCOUNTING SYSTEMS

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>008</td>
<td>Pegboard accounting system</td>
</tr>
<tr>
<td>009</td>
<td>Sales book</td>
</tr>
<tr>
<td>010</td>
<td>Other manifold book/accounting system</td>
</tr>
</tbody>
</table>

#### CUSTOM CONTINUOUS FORMS

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>011</td>
<td>Custom continuous form and label combination</td>
</tr>
<tr>
<td>012</td>
<td>Jumbo roll-feed custom continuous form</td>
</tr>
<tr>
<td>013</td>
<td>Custom continuous self-mailer form, peel back</td>
</tr>
<tr>
<td>014</td>
<td>Custom continuous self-mailer form, insert</td>
</tr>
<tr>
<td>015</td>
<td>Other custom continuous self-mailer form</td>
</tr>
<tr>
<td>016</td>
<td>One part custom continuous form with product affixed</td>
</tr>
<tr>
<td>017</td>
<td>Other one part custom continuous form</td>
</tr>
<tr>
<td>018</td>
<td>Multiple part custom continuous form with one-time carbon</td>
</tr>
<tr>
<td>019</td>
<td>Multiple part custom continuous form, carbonless</td>
</tr>
<tr>
<td>020</td>
<td>Other custom continuous form</td>
</tr>
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</table>

#### STOCK CONTINUOUS FORMS

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>021</td>
<td>Stock continuous form and label combination</td>
</tr>
<tr>
<td>022</td>
<td>Jumbo roll-feed stock continuous form</td>
</tr>
<tr>
<td>023</td>
<td>One part stock continuous form</td>
</tr>
<tr>
<td>024</td>
<td>Multiple part stock continuous form with one-time carbon</td>
</tr>
<tr>
<td>025</td>
<td>Multiple part stock continuous form, carbonless</td>
</tr>
<tr>
<td>026</td>
<td>Other stock continuous form</td>
</tr>
<tr>
<td>027</td>
<td>Other manifold business form, n.e.c.</td>
</tr>
</tbody>
</table>

#### item/production details

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Job/order number</td>
</tr>
<tr>
<td>002</td>
<td>Customer name/ID</td>
</tr>
<tr>
<td>003</td>
<td>Other item ID</td>
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#### TYPE OF ORDER

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<thead>
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<th>Description</th>
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<tbody>
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<td>004</td>
<td>Original order</td>
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<tr>
<td>005</td>
<td>Reorder</td>
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#### CONSTRUCTION

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<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>006</td>
<td>Loose construction</td>
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<tr>
<td>007</td>
<td>Bound construction</td>
</tr>
<tr>
<td>008</td>
<td>Single stub construction</td>
</tr>
<tr>
<td>009</td>
<td>Double stub construction</td>
</tr>
<tr>
<td>010</td>
<td>Other business form construction</td>
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</table>

#### TABULATING CARDS

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<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tr>
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<tr>
<td>012</td>
<td>Slide voucher construction</td>
</tr>
<tr>
<td>013</td>
<td>Top voucher construction</td>
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<tr>
<td>014</td>
<td>Bottom voucher construction</td>
</tr>
<tr>
<td>015</td>
<td>Other tabulating card construction</td>
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</table>

#### PAPER

<table>
<thead>
<tr>
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<th>Description</th>
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<tbody>
<tr>
<td>016</td>
<td>Basis weight</td>
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</table>

#### PAPER SIZE

<table>
<thead>
<tr>
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<th>Description</th>
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<tbody>
<tr>
<td>017</td>
<td>8 ½&quot; X 11&quot; paper</td>
</tr>
<tr>
<td>018</td>
<td>17&quot; X 22&quot; paper</td>
</tr>
<tr>
<td>019</td>
<td>Other paper size</td>
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</table>

#### GLUING

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>020</td>
<td>One-side gluing</td>
</tr>
<tr>
<td>021</td>
<td>Two-side gluing</td>
</tr>
<tr>
<td>022</td>
<td>Line gluing</td>
</tr>
<tr>
<td>023</td>
<td>Spot gluing</td>
</tr>
<tr>
<td>024</td>
<td>Cold gluing</td>
</tr>
<tr>
<td>025</td>
<td>Reusable gluing (remoistenable)</td>
</tr>
<tr>
<td>026</td>
<td>Multi-link construction gluing</td>
</tr>
<tr>
<td>027</td>
<td>Extra singles</td>
</tr>
<tr>
<td>028</td>
<td>Tipping</td>
</tr>
<tr>
<td>029</td>
<td>Open-end gluing</td>
</tr>
<tr>
<td>030</td>
<td>Glued carbon extraction margin</td>
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</tbody>
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CHECKLIST CODE: D2761

CHECKLIST TITLE: MANIFOLD BUSINESS FORMS

03 ITEM / PRODUCTION DETAILS CON’T

031 Drop gluing
032 Other gluing

033 Roll change required
034 Color sequence

04 OTHER PRODUCT DETAILS

PRIMARY INK

001 Black ink only
002 Other color(s)

SPECIAL INKS (Specify Color)

003 Strike-in

004 Over print
005 Magnetic print
006 Sensitizing ink
007 Desensitizing ink
008 Marginal words

009 Back printing

010 OCR ink
011 Read ink
012 Non-read ink
013 Other special ink

FASTENING

014 Crimped
015 Stapled
016 Sewed
017 Special proprietary fastening
018 Other fastening

TRANSFER TAPE

019 Permanent adhesive transfer tape
020 Removable adhesive transfer tape
021 Other transfer tape

PRINTING PROCESS

022 Flexographic printing process
023 Gravure printing process
024 Letterpress printing process
025 Offset (lithographic) printing process
026 Rotogravure printing process
027 Screen printing process
028 Other printing process,

CARBON

029 Weight
030 Medium grade carbon
031 Other grade carbon

SPECIAL CARBON

032 Black carbon
033 Other color carbon

034 Carbon compatible with chemical carbonless paper
035 Double faced carbon
036 Non-bleed carbon
037 Non-freeze carbon
038 Non-processed carbon
039 OCR carbon
040 One-time carbon
041 Reusable carbon
042 Other special carbon,

CARBON FEATURES

043 Die cut carbon
044 Extra carbon within set
045 Elimination of carbon on face or back
046 Exposed carbon on face or back
047 Other carbon features

Page 3
<table>
<thead>
<tr>
<th>CHECKLIST CODE: D2761</th>
<th>CHECKLIST TITLE: MANIFOLD BUSINESS FORMS</th>
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<tbody>
<tr>
<td>05 OTHER FEATURES</td>
<td>COMMENTS</td>
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<tr>
<td>001</td>
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DEFINITIONS

AUTOGRAPHIC REGISTER – A device used to produce a sales receipt and duplicate on a continuous roll of paper. A compartment is provided in the register for storing the duplicate.

BACK PRINTING – Printing on the reverse side of sheet or part. It is normally screened in gray ink so that the print on the back will not show through to the front. Also known as “Backer”, “reverse printing”, and “side printing”.

BUSINESS FORM – (1) Any material which has been printed or otherwise especially prepared in a predetermined format for the primary purpose of facilitating the entry of variable information. Such written information may be hand or machine entered. Blank paper may be included, especially if it is continuous and has undergone some manufacturing operation, such as punching or perforation. (2) More specifically, a document bearing instructions with repetitive information printed in fixed positions to save writing and reference time.

CAMERA-READY COPY – Artwork, type, rules, etc. ready to be photographed for reproduction without further alteration.

CARBON PAPER – A tissue coated with pigment for the purpose of transferring an image under impact or pressure.

CARBON-INTERLEAVED FORM – Any continuous or unit set containing carbon for image transfer.

CARBONIZED PAPER – Paper part of a form to which a carbon coating has been applied to the back side. It is used in specialized instances to effect good write-through at low cost.

CARBONLESS PAPER – Any paper stock coated, manufactured or treated to provide part-to-part imaging without use of carbon interleaves or carbon-type coating.

COLLATE – To assemble the various parts of a form set in a prescribed order.

COMPOSITION – Assembly of camera-ready art (type rules and other form components, such as screens, logos, etc.) to be used in the production of the form.

CONSTANT DATA – Preprinted information on a form which does not change.

CONTINUOUS FORM – Form manufactured from a continuous web of paper which is not cut into units prior to execution. In terms of materials, a continuous form may be carbon interleaved, non-carbon interleaved, or carbonless.

CONTINUOUS SELF-MAILER – Specialized continuous forms product incorporating both the insert and envelope in one unit for simultaneous writing and subsequent mailing.

CRIMP – Temporary form fastening consisting of tiny fingers of paper normally cut through at the margins of all parts being fastened.

CROSS WEB PERFORATION – On continuous forms, perforations cut at right angles to the paper web direction, normally those defining the individual form; also known as “between set perforations”.

CUSTOM FORM – Form manufactured to client order in all respects, versus a stock form imprint.

DESENSITIZE – To coat the surface of a carbonless paper or duplicating master with a material that inhibits image production.

DIE-CUT CARBON – One-time carbon which has portions cut out for withholding information.

DOUBLE-FACED CARBON – Carbon coated fully or partially on both sides.

DOUBLE STUB SET – Unit set containing two stubs. Double stub construction is usually for the purpose of creating two subsets after the first writing and subsequent separation.

FANFOLD – A type of continuous form made from a single wide paper web that is first folder longitudinally to form the desired number of parts, then zigzag folded.

FLEXOGRAPHY – Relief printing method using flexible plates and fast drying inks.

FUGITIVE GLUE – A rubber-like cement sometimes used as a temporary forms fastening.

HALFTONE – A reproduction of continuous tone such as a photograph, with an image formed by dots of various sizes.

HOT MELT GLUE – Fast setting adhesive for fastening continuous forms on the collator.

HOT SPOT CARBONIZING – Application of carbon ink portion of the back of a form, as technique of obtaining selective write-through without interleaves.

INTERLEAVE – Accessory sheet between parts of a form set, normally carbon, to effect write-through.

LETTERPRESS – Printing process which employs a relief or raised, inked image which comes into direct contact with the material being printed.
LITHOGRAPHY – Printing process in which the printing and non-printing areas on the printing plate are in the same plane (even surface). This process works on the principle that oil and water do not mix.

MICR – Magnetic Ink Character Recognition. This is an automatic data entry system making use of stylized characters which are imprinted on checks and other documents according to strict American Bankers Association specifications.

MANIFOLD BOOK – Same as salesbook; generally, a bound set of forms intended for manual writing with hand-inserted reusable carbon.

MODULUS – Self checking number system, which has a value or digit associated with a number or numeric field (usually suffixed) which is used for automatic checking for errors in transcription, transmission, or in reading into the system.

OCR – Optical Character Recognition machine, reading by optical means of printed human-readable characters (as opposed to optical Mark reading or optical Bar Code reading).

PEGBOARD FORM – A form designed and manufactured for use in a one-write system using a pegboard for registration of two or more forms. Pegboard forms have a row of holes along one or both sides, which correspond to the pins on the pegboard. Shape and spacing of pins vary considerably among manufacturers. This form is commonly used in accounting applications.

REMOISENABLE GLUE – Glue which may be made sticky again by wetting.

SPOT GLUING – A forms fastening consisting of dots of glue applied on the collator.

UNIT SET – Individual forms sets with parts firmly held together by means of a detachable glued stub or edge padding.
TRANSACTION INFORMATION

MARKET/INTRA-COMPANY TRANSACTION
Market sale
Intra-company transfer
Same price to both

DOMESTIC/FOREIGN BUYER
Domestic buyer
Foreign buyer
Same price to both

TYPE OF BUYER
Retailer
Service organization (including finance and real estate)
Wholesaler
Manufacturer
Same price to all
Other

______________________________________
Type of Buyer Code: _____________

BLS CONTRACT: YES NO

ITEM PRICE:
______________________________________________

TYPE OF PRICE
Net transaction (actual shipment)
Net (list minus all adjustments indicated)
Estimated net
Average price
List (some adjustments indicated)
List
Other

______________________________________________

NOTE: For average prices, enter basis of average in Comments

UNIT OF MEASURE
Job
Order
Roll
Carton
Form
Other

______________________________________________

REPRICING CYCLE
Jan M F O S Jul M F O S
Feb M F O S Aug M F O S
Mar M F O S Sep M F O S
Apr M F O S Oct M F O S
May M F O S Nov M F O S
Jun M F O S Dec M F O S

COMMENTS
______________________________________________
______________________________________________
______________________________________________
______________________________________________
______________________________________________

FREIGHT TYPE
Not Applicable
FOB Factory
Delivered
Delivered
ADJUSTMENTS TO PRICE WORKSHEET

CASH DISCOUNT
None currently in effect
Respondent name for discount,

Complete cash discount structure,

CASH SURCHARGE
Respondent name for surcharge,

Complete cash surcharge structure,

COMPETITIVE DISCOUNT
None currently in effect
Respondent name for discount,

Standard discount
Amount,

Price reductions vary with market conditions
Average amount,

Reported price reflects market condition reductions

SEASONAL DISCOUNT
None currently in effect
Respondent name for discount,

Discount on shipments
Discount on orders
Complete seasonal discount structure,

Adjustment factor, by month, where applicable

<table>
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<tr>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
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<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

TRADE DISCOUNT
Respondent name for discount

Amount,
Terms,

QUANTITY DISCOUNT
Respondent name for discount

Amount,
Terms,

OTHER DISCOUNT
None currently in effect
Type of discount,

Amount,
Terms,

OTHER DISCOUNT
None currently in effect
Type of discount,

Amount,
Terms,

OTHER SURCHARGE
None currently in effect
Type of discount,

Amount,
Terms,
**ADJUSTMENTS TO PRICE**

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<tr>
<th>Adj Type</th>
<th>Adj Amount Terms</th>
<th>Adj Category</th>
<th>Adj Rep Applied</th>
<th>Adj Order Applied</th>
<th>Adj Sign</th>
<th>Adj Seas</th>
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<tbody>
<tr>
<td>Cash Discount</td>
<td></td>
<td>D</td>
<td>Y N</td>
<td></td>
<td>* + — %</td>
<td>Y N</td>
<td></td>
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<tr>
<td>Cash surcharge</td>
<td></td>
<td>S</td>
<td>Y N</td>
<td></td>
<td>* + — %</td>
<td>Y N</td>
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<tr>
<td>Competitive</td>
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<td>D</td>
<td>Y N</td>
<td></td>
<td>* + — %</td>
<td>Y N</td>
<td></td>
</tr>
<tr>
<td>Seasonal</td>
<td></td>
<td>D</td>
<td>Y N</td>
<td></td>
<td>* + — %</td>
<td>Y N</td>
<td>(See Worksheet)</td>
</tr>
<tr>
<td>Trade</td>
<td></td>
<td>D</td>
<td>Y N</td>
<td></td>
<td>* + — %</td>
<td>Y N</td>
<td></td>
</tr>
<tr>
<td>Quantity</td>
<td></td>
<td>D S</td>
<td>Y N</td>
<td></td>
<td>* + — %</td>
<td>Y N</td>
<td></td>
</tr>
</tbody>
</table>

**REPORTER ADDRESS INFORMATION**

Reporter Name: _________________________________________________________  Reporter Phone: _________________________________

Reporter Title: _________________________________________________________  Reporter Fax: ___________________________________

Reporter Company: ______________________________________________________  Reporter Internet Id: ______________________________

Reporter Address Street: ________________________________________________

Reporter Address City: ________________________________  Reporter Address State: _______  Reporter Address Zip: _______________

Overlap Reporter Code: ____________________________________________

Adj None (No adjustments to price)
Dear Respondent,

Thank you for your continuing participation in the Producer Price Index (PPI) program. The data that you provide are used in computing the Producer Price Indexes and constitute the basis for analyzing industrial price changes.

Your continued cooperation is greatly appreciated.

Commissioner of Labor Statistics

Instructions for completing a PPI pricing form:

Item/Service and Transaction Descriptions:

If the Item/Service Description or the Terms of Transaction, or both, no longer apply, please select a substitute item/service or transaction terms. Item/service substitution should only occur when the item/service previously reported is no longer available because it is being or has been permanently discontinued. The substitute item/service should be as similar as possible to the current item/service and should be expected to remain available for some time. The substitute transaction terms should likewise be as similar as possible to the discontinued transaction terms.

Report these changes in the closest open area and provide current price information.

Adjustments to Price:

Following is a list of the more common adjustments to price. The specific Adjustments to Price on the pricing form were selected originally and should be changed only when either the level of an existing adjustment changes or a new adjustment becomes applicable to the item/service and transaction described.

Deductions from price include:
1. Standard discounts (Cash, Seasonal, Cumulative Volume, and Trade)
2. Rebates
3. Other recurring discounts
4. Other nonrecurring discounts (Competitive and Negotiated)

Additions to price include:
1. Surcharges
2. Other changes added to price

Taxes should always be excluded from the price. If the excusion is not possible, note this in REMARKS.

Freight changes should be excluded from the price unless delivery was selected originally as part of the product. Make changes if the currently described freight terms no longer exist.

QUESTIONS:

Answer whether charges have (YES) or have not (NO) been made to the Item/Service Description, Terms of Transaction, Adjustments to Price, or Previously Reported Prices.

Answer YES or NO depending on whether the shipment/transaction price of the item/service described changed (YES) between the two dates listed or whether the shipment/transaction price did not change (NO) during the time period. If the answer is NO, the form has been completed and is ready for faxing/mailing.

DO NOT ENTER A PRICE IF THE PRICE HAS NOT CHANGED!

If the answer is YES, please also enter the new price.

Write in any corrections to the terms or the address to whom this form should be sent in the future. Name and address changes need to be made on only one form.

Please complete and return within 5 business days all of the pricing forms even if there are no changes.

If you anticipate a change in any of the information you provide, please indicate in REMARKS. List the anticipated changes and when they will occur.

Any questions you have regarding the pricing form or its completion may be resolved by calling the person listed on the reverse side of this form.

BLS 473P (March 2003)
INFORMATION FOR THE PRODUCER PRICE INDEXES

INSTRUCTIONS
THIS FORM IS MACHINE PROCESSED.
Limitations imposed by Bureau processing equipment restrict recognition of blue entries.
Please use BLACK pen/pencil only.

This item/service has been selected for use in the Producer Price Index. You are asked to provide a price each month for the item/service described under the terms and adjustments shown.

Please review each section of this form. If your firm no longer sells this specific item/service under the terms and adjustments revise the description, terms, and/or adjustments indicating when the changes were made.

If the change made to the description resulted in a change to your production costs, please provide an estimated value of the change for Bureau staff to use in making appropriate adjustments. This value is the production cost difference including your standard markup.

Further instructions are shown on the reverse side of this form. If you have any questions concerning completion of this form, please call collect:
202-691-XXXX

Please use the enclosed postage-free envelope or send to: U.S. Department of Labor
Commissioner of Labor Statistics
2 Massachusetts Avenue N.E., Code 47
Washington D.C. 20212-0001

REMARKS

THE LATEST TYPE OF PRICE REPORTED WAS  (Price for actual shipments are desired):

NET TRANSACTION (ACTUAL SHIPMENT):

PRICE INFORMATION

Please review the previously reported prices.
Enter missing prices if available or correct any incorrect prices that are shown.

Please enter the current price in the boxes provided ONLY if there has been a change from the price you previously reported.

Have the Item/Service Description, Adjustments to Price, Terms of Transaction, or Previously Reported Prices changed since your last report?  YES  NO

If 'YES', please also enter the necessary changes.

ITEM DESCRIPTION

TERMS OF TRANSACTION

TYPE OF SALE:
DOMESTIC/FOREIGN BUYER:
TYPE OF BUYER:
SHIPSMENT/CONTRACT TERMS:
SIZE OF SHIPMENT:
UNIT OF MEASURE:

ADJUSTMENTS TO PRICE  VALUE/TERMS

TYPE OF DISCOUNT:

TYPE OF SURCHARGE:

ALREADY APPLIED TO REPORTED PRICE

PREVIOUSLY REPORTED PRICES  CORRECTIONS

ON January 14, 2003 THE PRICE WAS $X.XXXX
ON February 11, 2003 THE PRICE WAS $X.XXXX
ON March 11, 2003 THE PRICE WAS $X.XXXX
ON April 15, 2003 THE PRICE WAS $X.XXXX

Did the price change between April 15, 2003 and May 13, 2003?  YES  NO

If 'YES', please report the price of the last shipment since May 1
If there was no shipment in May, please estimate the
Price you would have charged on May 13, 2003.

USE BLACK PEN/PENCIL ONLY.

REPORTER NAME
REPORTER TITLE
COMPANY NAME
STREET ADDRESS
CITY, STATE
ZIP CODE

PER JOB

SE/OC MMMMMMMM