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Census File Number

Item 17. CONSUMPTION OF SELECTED MATERIALS DURING 1997

INSTRUCTIONS

1. General – The materials, parts, and supplies listed below are those commonly consumed in the manufacture, processing, or assembly of the products listed in item 18B. Please review the entire list and report separately each item consumed. Leave blank if you do not consume the item. If you use materials, parts, and supplies which are not listed, describe and report them in the "Cost of all other materials . . ." line at the end of this section. If you consumed less than \$25,000 of a listed material, include the value with "Cost of all other materials . . .," Census material code 970099 8.

Report materials, parts, and supplies purchased, transferred from other plants of your company, or withdrawn from inventory.

If quantities are requested, please use the unit of measure specified.

If the information as requested cannot be taken directly from your book records, REASONABLE ESTIMATES ARE ACCEPTABLE.

2. Valuation of Materials Consumed – The value of the materials, etc., consumed should be based on the delivered cost; i.e., the amount paid or payable after discounts and including freight and other direct charges incurred in acquiring the materials.

Materials received from other plants within your company should be reported at their full economic value (the value assigned by the shipping plant, plus the cost of freight and other handling charges).

If purchases or transfers do not differ significantly from the amounts actually put into production, you may report the cost of purchases or transfers. However, if consumption differs significantly from the amounts purchased or transferred, these amounts should be adjusted for changes in the materials and supplies inventories by adding the beginning inventory to the amount purchased or transferred and subtracting ending inventory.

3. Contract Work – Include as materials consumed those you purchased for use by others making products for you under contract. Amounts paid to the companies doing the contract work should be reported in item 10, line e, and should include freight in and out. On the other hand, materials owned by the establishment at this establishment in making products for others under contract or in operations should be excluded.

4. Resales – Costs of products bought and sold or transferred from other establishments of your company and sold without further manufacture, processing, or assembly should be reported in item 10, line b, not in item 17 below. The value of these products shipped by this establishment should be reported in item 18B under Census product code 99989 00 6, "Resales."

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Line No.	Materials, parts, and supplies (A)	Census material code 571 (B)	Unit of measure for quantities (C)	Consumption of purchased materials and of materials received from other establishments of your company			
				Quantity 573 (D)	Cost, including delivery cost (freight-in) (E)		
					574 Millions	Thou- sands	Dollars
1	Paper and paperboard, except boxes and containers	260003 9	Short tons		\$		
2	Recovered paper, all types	190005 9					
3	Printing ink	289301 4					
4	Glues and adhesives	289101 8					
5	Plastic resins consumed in the form of granules, pellets, powders, liquids, etc.	282104 9					
6	Plastics products consumed in the form of sheets, rods, tubes, and other shapes	308007 4					
7	Coated or laminated fabrics, including vinyl coated	229508 7					
8	Paperboard containers, boxes, and corrugated paperboard	265001 8					
9	Cost of all other materials and components, parts, containers, and supplies consumed. <i>Describe the principal materials, etc., included in this value.</i>	970099 8					
10	TOTAL Sum of lines 1–9 should equal item 10, line a				\$		

Item 18A – Not applicable to this report

CONTINUE WITH ITEM 18B ON PAGE 6

Item 18B. PRODUCTS AND SERVICES OF THIS ESTABLISHMENT DURING 1997

INSTRUCTIONS

1. General – The manufactured products and services listed below are generally made in your industry. If you make products that are not listed, describe and report them in the "All other products made in this establishment" section at the end of item 18B. PLEASE DO NOT COMBINE PRODUCT LINES.

If quantities are requested, please use the unit of measure specified.

If the information as requested cannot be taken directly from your book records, REASONABLE ESTIMATES ARE ACCEPTABLE.

2. Valuation of Products – Report the value of the products shipped and services performed at the net selling value, f.o.b. plant to the customer; i.e., after discounts and allowances, and exclusive of freight charges and excise taxes.

If you transfer products to other establishments within your company, you should assign the full economic value to the transferred products; i.e., include all direct costs of production and a reasonable proportion of all other costs and profits.

3. Contract Work – Report PRODUCTS MADE BY OTHERS FOR YOU FROM YOUR MATERIALS on the specific lines as if they were made in this establishment. On the other hand, do not report on the specific product lines PRODUCTS THAT YOU MADE FROM MATERIALS OWNED BY OTHERS. Report only the amount that you received for "commission or contract receipts" under Census product code 93000 00 8.

4. Resales – Do not report on the specific product lines those PRODUCTS BOUGHT AND SOLD OR TRANSFERRED FROM OTHER ESTABLISHMENTS OF YOUR COMPANY AND SOLD WITHOUT FURTHER MANUFACTURE. Report only a value under Census product code 99989 00 6, "Resales."

5. Definitions and Special Instructions

STATIONERY (Lines 1–3) – Stationery reported should be noncommercial (i.e., packaged for retail sale). Commercial envelopes should be reported on lines 4–7; commercial paper (wrapped ream paper) should be reported on line 12.

ENVELOPES (Lines 4–7) – Report all commercial envelopes, regardless of type or material. Report noncommercial envelopes (i.e., packaged for retail sale) on line 3.

TABLETS, PADS, AND RELATED PRODUCTS (Lines 8–13)

- a. Tablets and pads consist of sheets of plain or ruled paper bound on one edge (usually with glue and/or plastics) with the sheets being readily removable. Tablets and pads usually have a front and/or back cover.
- b. Notebooks consist of a collection of sheets of plain or ruled paper, between front and back covers, which are bound with wire, staples, glue, thread, or plastics in such a manner that sheets are not intended to be removed. Includes stenographic books, composition books, theme books, and memoranda books. Report case-made books and blank books on lines 40–48.
- c. Looseleaf fillers are sheets of plain or ruled paper, with holes for insertion in a binder (excluding commercial forms). Report commercial forms on lines 40–48.
- d. Wrapped ream paper is any paper which is paper-wrapped in reams of 500 or 1,000 sheets, except looseleaf fillers (report on line 11), sensitized photographic and sensitized photocopy paper (report on line 40–48), and paper for facsimile machines (report on line 21).

GIFT WRAP (Lines 22–24) – Generally defined as retail counter items and includes complete put-up, boxed, or otherwise packaged wrap sold to jobbers or other distributors, retailers, consumers, or other manufacturers for use as resales or as premium or promotional items. Include all types (except unmounted foil) and weights of gift wrap, whether plain, printed (by any process), coated, laminated, or decorated (including glitter, sequins, etc.). Include gift wrap materials shipped to other manufacturing plants of your company for further processing in their process of preparing a complete put-up package. Report unmounted foil gift wrap on lines 40–48. Report resales of gift wrap (without further processing) on line 52.

WALLCOVERINGS (Lines 25–30) – Includes conventional wallpaper and other types of wallcoverings, including fabrics-backed papers and vinyls (coated, laminated, or extruded), scenic and mural panel decorations, burlap, linen, etc. Also includes wall border decorations that meet the same content provisions. Exclude rigid panels or tile form wallcoverings. Report these excluded types of wallcoverings on lines 40–48. Report wallcovering sample books on line 31.

Line No.	Products and services (A)		Census product code 581 (B)	Unit of measure for quantities (C)	Products shipped and other receipts		
					Quantity 583 (D)	Value, f.o.b. plant (E)	
						584 Millions	Thou-sands
1	STATIONERY (26781)	Boxed stationery and portfolios	26781 11 2				
2	(See special instructions)	Wedding and social announcements, paper, cards, and envelopes	26781 13 8				
3		All other, including packaged paper and envelopes, noncommercial	26781 21 1				
4	Envelopes, Commercial (All types and materials) (26770) (See special instructions)	Clasp and string-and-button types, including mailing	26770 10 7	Thousand units			
5		MAILING ENVELOPES, EXCEPT CLASP AND STRING-AND-BUTTON TYPES	26770 21 4				
6		Kraft mailing envelopes	26770 22 2				
7		All other commercial envelopes, including padded shipping envelopes	26770 40 4				

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Item 18B. PRODUCTS AND SERVICES OF THIS ESTABLISHMENT DURING 1997 - Continued

Line No.	Products and services (A)		Census product code (B)	Unit of measure for quantities (C)	Products shipped and other receipts			
					Quantity (D)	Value, f.o.b. plant (E)		
						584 Millions	Thou- sands	Dollars
8	Tablets, Pads, and Related Products (26782) (See special instructions)	TABLETS AND PADS	26782 12 8					
9		8 1/2" X 11" and 8 1/2" x 14", except columnar						
		All other tablets and pads, including columnar - <i>Specify kind</i>	26782 25 0					
10		Notebooks, bound with wire (except columnar), staples, thread, and/or plastics (including composition, memo, and stenographic books but excluding case made)	26782 35 9					
11		Looseleaf fillers, school and commercial types	26782 45 8					
12		Wrapped ream paper (exclude looseleaf fillers, photographic and photocopy paper, and paper for facsimile machines)	26782 51 6					
13	Other, not listed elsewhere - <i>Specify kind</i>	26782 98 7						
14	Die-Cut Paper and Paperboard Products (Note: Die-cutting done on a contract basis (done for others on their materials) should be reported on line 49)	OFFICE SUPPLIES (26751)		Thousand units				
		File folders, all types and materials:						
15		Hanging file folders	26751 10 7					
16		Expanding file folders, including wallets	26751 11 5					
17		Other file folders, including file jackets and file pockets	26751 12 3					
	Other paper and paperboard office supplies (index, guide, and tabulating cards, including guide cards for file folders; presentation and report covers, except looseleaf; etc.)	26751 91 7						
18	Except office supplies (including fillers and flats for egg cases (except molded pulp): bottle caps, closures, and lids; cards, die-cut and designed, not printed; automotive board products (panel, trim, etc.), but excluding labels) (26752)	26752 00 6						
19	Looseleaf binders, devices, indexes, and sheet protectors	27825 00 9						

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Item 18B. PRODUCTS AND SERVICES OF THIS ESTABLISHMENT DURING 1997 – Continued

Line No.	Products and services (A)		Census product code (B)	Unit of measure for quantities (C)	Products shipped and other receipts			
					Quantity (D)	Value, f.o.b. plant (E)		
						584 Millions	Thou- sands	Dollars
20	PAPER SUPPLIES FOR BUSINESS MACHINES AND OTHER MISCELLANEOUS UNPRINTED PAPER OFFICE SUPPLIES, N.E.C. (26793)		26793 11 7					
21	Other unprinted paper supplies, including photocopy, laser, safety, facsimile, teletype, etc. (excluding sensitized paper) – <i>Specify kind</i>		26793 31 5					
22	Gift Wrap Paper (26792) (See special instructions)	RETAIL COUNTER ITEMS, ALL TYPES AND BASIC WEIGHTS (Including plain, printed, decorated, and coated papers)						
		Rolls	26792 82 0					
23		Folds	26792 91 1					
24		Other paper gift wrapping (including counter rolls and flat sheets for stores' own use, and paper gift wrap materials shipped to other manufacturers for further processing in preparing a complete put-up package)		26792 96 0				
25	Wall-coverings (26791) (See special instructions)	Paper with less than 2 mils of coating	26791 22 8					
26		Paper-coated or laminated with 2 mils or more of plastics, including prepasted and nonpasted	26791 25 1					
27		FABRICS - BACKED, COATED, OR LAMINATED	Woven	26791 34 3				
28			Nonwoven	26791 36 8				
29		100 percent vinyl film		30898 17 5				
30		Other wallcoverings, including scenic and panel decorations (exclude rigid panels or tile form wallcoverings and wallcoverings that do not contain some paper and/or fabrics)		26791 41 8				
31	Sample books for wallcoverings and wallpaper		27892 81 9					
32	Molded pulp goods, including egg cartons, florist pots, food trays, etc.		26794 00 8					
33	Other Converted Paper and Paperboard Products (26795)	Party and holiday goods and accessories, paper and paperboard (including novelties; displays; decorations, except crepe paper; party hats; etc.)		26795 21 1				
34		Cellulose insulation		26795 31 0				
35		MISCELLANEOUS PAPER PRODUCTS	Doilies, place mats, and tray doilies (or tray covers)		26795 41 9			
36			Folders and mounts; all types (except file folders)		26795 48 4			
37			Paper filters, including coffee		26795 50 0			
38	(Continued on next page)	Paper wrapping products, not elsewhere classified (including creped wadding and crepe paper, but excluding fine crepe paper)		26795 61 7				

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Item 18B. PRODUCTS AND SERVICES OF THIS ESTABLISHMENT DURING 1997 - Continued

Line No.	Products and services (A)		Census product code (B)	Unit of measure for quantities (C)	Products shipped and other receipts			
					Quantity (D)	Value, f.o.b. plant (E)		
						Millions	Thousands	Dollars
39	Other Converted Paper and Paperboard Products (26795) - Continued	Other miscellaneous paper and paperboard products including industrial paper and paperboard products not elsewhere classified; e.g., fine crepe paper (excluding creped wrapping); unprinted tags, tickets, and labels; cigarette paper books; paper draperies and table skirts; shelf paper (printed and unprinted); etc.) - Specify kind	26795 98 9			\$		
40	ALL OTHER PRODUCTS MADE IN THIS ESTABLISHMENT	Describe and report separately each product with a sales value of \$50,000 or more which cannot be assigned to one of the lines above. Specify unit of measure for quantity. For all remaining products, write "Other" and report a single total value.	18					
41			26					
42			34					
43			42					
44			59					
45			67					
46			75					
47			83					
48			91					
49	CONTRACT WORK	Receipts for work done for others on their own materials Describe below products worked on and kind of work.	93000 00 8					
50	MISCELLANEOUS RECEIPTS	Sales of scrap and refuse	99980 13 8					
51		Other miscellaneous receipts (including receipts for repair work, etc.)	99980 98 9					
52	RESALES	Sales of products bought and sold without further manufacture, processing, or assembly in this establishment. The cost of such items should be reported in item 10, line b.	99989 00 6					
53	TOTAL value of shipments and other receipts Sum of lines 1-52, column (E)		77000 00 8			\$		

Items 19-21 - Not applicable to this report

CONTINUE WITH ITEM 22 ON PAGE 10

REMARKS – Please use this space for any explanations that may be essential in understanding your reported data.

Item 22. CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.

Name of person to contact regarding this report (<i>Print or type</i>)				Telephone	Area code	Number	Extension	
667	1			2				
Name of company				Address (<i>Number and street, city, State, ZIP Code</i>)				
Period covered	FROM: Month		Day	Year	TO: Month		Day	Year
	666	1			2			
Signature of authorized person				Title			Date	