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Report materials, parts, and supplies purchased, transferred from other plants of your company, or withdrawn from inventory.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

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** – Report as materials consumed those you purchase 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 others but used at this establishment in making products for others under contract or on commission should be excluded.

**4. Resales** – Cost for 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."

**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.

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Line No.	Materials, parts, and supplies  <b>(A)</b>	Census material code  <b>(B)</b>	Consumption of purchased materials and of materials received from other establishments of your company		
			Cost, including delivery cost (freight-in) <b>(E)</b>		
			574 Millions	Thou- sands	Dollars
1	Coated paper	262131 6	\$		
2	Uncoated paper	262140 7			
3	Carbonless paper (paper which, when assembled in manifold style and inscribed on the first part, will produce copies on the original sheet, or on other parts, without the use of interleaved carbons)	262163 9			
4	CARBON PAPER Carbonizing tissue stock for conversion by you into one-time carbon paper	262164 7			
5	One-time carbon paper	395523 4			
6	Pressure-sensitive base stock, self-adhesive (including paper, film, foil, etc.)	267231 9			
7	Printing inks	289301 4			
8	Paperboard containers, boxes, and corrugated paperboard	265001 8			
9	Cost of all other materials and components, parts, and supplies consumed . . . . . <i>Describe the principal materials, etc., included in this value.</i>	970099 8			
10	<b>TOTAL</b> 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. 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."

**4. Definitions**

**Stock** – Standardized products usually manufactured in large quantities and carried in inventory, delivered to end user without customer specified printing and/or other manufacturing features.

**Custom** – Manufactured to customers' specifications.

**Label/Form Combination** – Any form which incorporates a label into its construction.

**Unit Set Forms, Loose or Bound** – All carbonless, carbonized, or carbon interleaved forms with an original and one or more copies, with or without stub.

**4. Definitions** – Continued

**Tabulating Card Set** – Any combination of one or more cards assembled and joined with any number of sheets, with or without carbon, held together by a common perforated stub, not in continuous style.

**Manifold Book** – A bound set of forms intended for manual writing with hand-inserted, reusable carbon.

**Pegboard Accounting System** – A board with a row or rows of pins and associated pegboard forms that fit onto the board.

**Continuous Forms** – Single or multiple copy forms, with or without carbon, manufactured from a continuous web and not cut into units prior to execution; zig-zag folded (flat pack) or nonfolded (roll).

**Jumbo Roll-Feed Forms** – Continuous forms intended for use in high-speed nonimpact printers. The forms go to the end user in a roll.

**Self-Mailer Form** – A continuous form integrated into a continuous envelope, manufactured so that the outside address and inside product can be printed simultaneously.

**Peel-Back Mailer** – A self-mailer form manufactured so that the recipient can remove the stub and peel away the face of the envelope to reveal the message.

**Insert Mailer** – A self-mailer form incorporating an inserted message and an envelope in one unit. The insert can be removed by opening one side of the envelope and snapping apart the materials.

**Custom Continuous Form With Product Affixed** – A continuous form with a plastics or paper card, envelope, letterhead, or any other item affixed to it.

**Preprinted Cut Sheets** – Single ply, noncontinuous sheets of paper formatted for the collection and/or dissemination of information. These should be reported under the appropriate categories in Part II.

**Part I – MANIFOLD BUSINESS FORMS**

Line No.	Products and services  (A)		Census product code  581 (B)	Products shipped and other receipts			
				Value, f.o.b. plant (E)			
				584 Millions	Thou- sands	Dollars	
<b>1</b>	<b>Unit Set Forms, Loose or Bound (27612)</b> <i>(See instructions)</i>	Label/form combinations	27612 11 8	\$			
<b>2</b>		STOCK, INCLUDING IMPRINTED	One-time carbon	27612 13 4			
<b>3</b>			Carbonless	27612 15 9			
<b>4</b>		CUSTOM PRINTED	One-time carbon	27612 53 0			
<b>5</b>			Carbonless	27612 55 5			
<b>6</b>		Tabulating card sets	27612 61 3				
<b>7</b>	<b>MANIFOLD BOOKS AND PEGBOARD ACCOUNTING SYSTEMS (27613)</b> <i>(See instructions)</i>	Pegboard accounting systems	27613 11 6				
<b>8</b>		Sales and other manifold books	27613 13 2				
<b>9</b>	<b>Custom Continuous Forms (27615)</b> <i>(See instructions)</i>	Label/form combinations	27615 31 9				
<b>10</b>		Jumbo roll-feed forms	27615 35 0				
<b>11</b>		SELF-MAILER FORMS	Peel-back mailers	27615 41 8			
<b>12</b>			Insert mailers	27615 43 4			
<b>13</b>			Other	27615 45 9			

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

Part I - MANIFOLD BUSINESS FORMS - Continued

Line No.	Products and services  <b>(A)</b>				Census product code  <b>(B)</b>	Products shipped and other receipts			
						Value, f.o.b. plant <b>(E)</b>			
					581	584	Millions	Thou- sands	Dollars
14	<b>Custom Continuous Forms (27615) - Continued</b>	ALL OTHER CUSTOM CONTINUOUS FORMS	One part	With product affixed	27615 55 8	\$			
15				Other	27615 61 6				
16			Multiple parts	One-time carbon	27615 63 2				
17				Carbonless	27615 65 7				
18	<b>Stock Continuous Forms (27617)</b> <i>(See Instructions)</i>	ALL OTHER STOCK CONTINUOUS FORMS	Label/form combinations		27617 61 2				
19			Jumbo roll-feed forms		27617 63 8				
20			One part			27617 65 3			
21				Multiple parts	One-time carbon	27617 73 7			
22					Carbonless	27617 75 2			

Part II - MISCELLANEOUS PRINTING AND OTHER PRODUCTS AND SERVICES OF THIS ESTABLISHMENT

23	<b>Printed Labels, Custom and Stock (Including bordered; excluding labels made of cloth)</b>  <i>(Report unprinted labels on lines 51-56)</i>	PRESSURE-SENSITIVE LABELS	Offset (lithographic)		27522 17 6				
24			Letterpress	Flat	27592 16 1				
25				Rolls	27592 18 7				
26				Flexographic	Flat	2759B 18 7			
27			Rolls		2759B 20 3				
28			OTHER PRINTED LABELS	Offset (lithographic)	Flat	27522 11 9			
29		Rolls			27522 13 5				
30		Letterpress		Flat	27592 12 0				
31				Rolls	27592 14 6				
32				Flexographic	Flat	2759B 14 6			
33		Rolls			2759B 16 1				
34		<b>Financial and Legal Printing</b>		OFFSET (LITHOGRAPHIC)	Bank printing (including deposit slips, counter checks, business checks, imprinting on bank checks, etc., excluding checkbooks)	Sheet-fed	27524 24 8		
35			Web-fed			27524 26 3			
36	Bank form printing (including printing of passbooks, debit and credit slips, ledger and statement sheets, installment-loan coupon books, etc., excluding checkbooks)		27524 27 1						
37	Other financial and legal printing		27524 00 8						
38	Flexographic		2759C 32 6						
39	Letterpress		27594 21 7						
40	<b>ADVERTISING PRINTING</b>	Offset (lithographic)		27525 00 5					
41		Flexographic		2759C 00 3					
42		Letterpress		27595 00 8					

Item 18B. PRODUCTS AND SERVICES OF THIS ESTABLISHMENT DURING 1997 – Continued									
Part II – MISCELLANEOUS PRINTING AND OTHER PRODUCTS AND SERVICES OF THIS ESTABLISHMENT – Continued									
Line No.	Products and services  (A)				Census product code 581 (B)	Products shipped and other receipts			
						Value, f.o.b. plant (E)			
	Millions			Thou-	Dollars				
43	Other General Job Printing	BUSINESS FORMS, NOT ELSEWHERE CLASSIFIED (Excluding blankbooks and looseleaf forms)	Offset (lithographic)	Sheet-fed	27526 92 0	\$			
44				Web-fed	27526 94 6				
45				Flexographic	2759C 38 3				
46				Letterpress	27596 17 0				
47		ALL OTHER GENERAL COMMERCIAL PRINTING, NOT ELSEWHERE REPORTED (Including customized stationery and business cards)	Offset (lithographic)		27526 00 3				
48			Flexographic		2759C 00 3				
49			Letterpress		27596 00 6				
50			Die-cut paper and board office supplies				26751 00 8		
51			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. For all remaining products, write "Other" and report a single total value.					
				18					
52				26					
53				34					
54				42					
55				59					
56				67					
57	MISCELLANEOUS RECEIPTS	Sales of scrap and refuse			99980 13 8				
58		Other miscellaneous receipts (including receipts for repair work, etc.)			99980 98 9				
59	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				
60	<b>TOTAL value of shipments and other receipts</b> Sum of lines 1–59, column (E)				77000 00 8	\$			

Items 19–21 – Not applicable to this report

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