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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Report materials, parts, and supplies purchased, transferred from other plants of your company, or withdrawn from inventory.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 in making products for you under contract. If you are paid to the companies doing the contract work, it should be reported in item 10, line e, and should include freight in a separate line. 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."

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Line No.	Materials, parts, and supplies (A)	Census material code (B)	Consumption of purchased materials and of materials received from other establishments of your company		
			Cost, including delivery cost (freight-in) (E)		
			574 Millions	Thou- sands	Dollars
1	Coated paper	262131 6	\$		
2	UNCOATED PAPER Sheets	262121 7			
3	Rolls	262122 5			
4	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			
5	Paperboard (excluding that used for shipping; including news, chip, pasted, tablet, check, and binders' board)	263105 9			
6	Paperboard containers, boxes, and corrugated paperboard	265001 8			
7	Coated or impregnated woven and nonwoven fabrics (except rubberized)	229507 9			
8	Metal and plastics looseleaf components, including ring type	278200 1			
9	Plastics film and sheet	308001 7			
10	All other plastics consumed, except looseleaf devices and components	308003 3			
11	Steel, strip and wire	331094 3			
12	Printing inks	289301 4			
13	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			
14	TOTAL Sum of lines 1–13 should equal item 10, line a		\$		

Item 18A – Not applicable to this report

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.

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.

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.

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."

2. Valuation of Products – Report the value of the products shipped and services performed at the net

Line No.	Products and services (A)			Census product code (B)	Products shipped and other receipts			
					Value, f.o.b. plant (E)			
					584	Millions	Thousands	Dollars
1	CHECKBOOKS (Including inserts and refills but excluding those in continuous form and die-cut) (27823)	Lithographic (offset)		27823 11 1	\$			
2		Gravure		27823 13 7				
3		Letterpress		27823 19 4				
4		Flexographic		27823 17 8				
5		Screen printing		27823 15 2				
6		Other		27823 21 0				
7	BLANKBOOKS (27824)	Albums and scrapbooks, including photograph, stamp, and all other bound books used for storage, excluding looseleaf		27824 41 6				
8		Diaries, time planners/organizers, and appointment books, including refills, excluding looseleaf		27824 45 7				
9		All other blankbooks, including ledger and account books, columnar books, memo books, address books, and bound roll books		27824 51 5				
10	Looseleaf Binders, Devices, and Forms (Including those used for time planners/organizers, appointment books, photo albums, scrap books, etc.) (27825)	3-ring	Stock (cataloged)	27825 01 7				
11			Custom, including decorated	27825 03 3				
12		Flexible prong, plastics channel, presentation, report, and brief covers		27825 06 6				
13		Post		27825 08 2				
14		All other, including rigid prong, post-and-sleeve, and ring other than 3-ring		27825 11 6				
15	Looseleaf devices and forms, including indexes, sheet protectors, looseleaf refills for time planners/organizers, photo albums, etc., metals, and looseleaf binder components and devices			27825 22 3				
16	Edition, Library, and Other Hard Cover Book-binding (27891) Binding by you of books you published should be reported separately as "book publishing." Binding of books printed by you but not published by you should be reported separately as "book printing." Use lines 43-48 for such receipts.	EDITION BINDING (Hard-bound)	Elementary, high school, and college textbooks, and technical, scientific, business, and professional books (all grades: K through 12, 13 and higher, including textbook-related teachers' editions, manuals, etc.; private business and secretarial schools; and post high school vocational schools, institutes, and training courses)	27891 10 0				
17			General consumer and trade books (including adult and juvenile trade books, book club, and direct mail books)		27891 13 4			
18			All other books, not elsewhere classified (including religious and reference books: Bibles, testaments, hymnals, devotionals, dictionaries, thesauruses, atlases, etc.)		27891 25 8			
19			Library binding (including rebinding and prebinding of books for library use), hard cover binding of periodicals and records, and other hard cover binding (except edition)		27891 41 5			

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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)	Products shipped and other receipts			
					Value, f.o.b. plant (E)			
					584 Millions	Thou- sands	Dollars	
20	Other Book and Pamphlet Binding and Related Binding Work (27892)	SOFT COVER BINDING OF BOOKS (49 pages or more exclusive of the covers)	Adhesive binding	27892 23 1	\$			
21			Mechanical binding	27892 24 9				
22		PAMPHLET AND OTHER SOFT COVER BINDING	Adhesive binding	27892 25 6				
23			Mechanical binding	27892 26 4				
24		Sample books, swatches, and cards (color, carpet, upholstery, drapery, etc.)		27892 81 9				
25	Receipts for miscellaneous binding and post-press work (material printed elsewhere); embossing, varnishing, indexing, collating, perforating, folding, glueing, die-cutting, mounting, gold or foil stamping, etc.		27892 92 6					
Line No.	Products and services (A)			Census product code (B)	Unit of measure for quantities (C)	Products shipped and other receipts		
						Value, f.o.b. plant (E)		
						583 Quantity	584 Millions	Thou- sands
26	Tablets, Pads, and Related Products (26782)	TABLETS AND PADS	8-1/2" x 11" and 8-1/2" x 14", except columnar	26782 12 8				
27			All other tablets and pads, including columnar	26782 25 0				
28		Notebooks, bound with wire (except columnar), staples, thread, and/or plastics, including composition, memo, and stenographic books, excluding case made		26782 35 9				
29		Looseleaf fillers, school and commercial types		26782 45 8				
30		Wrapped ream paper, excluding looseleaf fillers, sensitized photographic and photocopy paper, and paper for facsimile machines		26782 51 6				
31		All other		26782 98 7				
32	DIE-CUT PAPER AND PAPERBOARD OFFICE SUPPLIES (26751)	Hanging file folders		26751 10 7	Thousand units			
33		Expanding file folders, including wallets		26751 11 5				
34		Other file folders, including file jackets and file pockets		26751 12 3				
35		Other paper and paperboard office supplies (index cards, guide and tabulating cards, (including guide cards for file folders), presentation and report covers (except looseleaf), etc.)		26751 91 7				

CONTINUE WITH ITEM 18B ON PAGE 8

Item 18B. PRODUCTS AND SERVICES OF THIS ESTABLISHMENT DURING 1997 – Continued								
Line No.	Products and services (A)			Census product code (B)	Products shipped and other receipts			
					Value, f.o.b. plant (E)			
				581	584	Millions	Thou- sands	Dollars
36	Bank Printing (Including deposit slips, counter checks, imprinting of bank checks, etc.) (excluding checkbooks)		Flexographic process	2759C 32 6	\$			
37		OFFSET (Litho- graphic) PROCESS	Sheet-fed	27524 24 8				
38			Web-fed	27524 26 3				
39	MANIFOLD BOOKS AND PEGBOARD ACCOUNTING SYSTEMS (27613)		Pegboard accounting systems	27613 11 6				
40			Sales and other manifold books	27613 13 2				
41	Custom continuous forms (single or multiple copy forms, with or without carbon, manufactured from a continuous web and not cut into units prior to execution, manufactured to customer's specifications)			27615 00 4				
42	Mechanical hand stamps, self inkers including daters, time and numbering stamps, and metal and rubber wheel band goods			39530 33 2				
43	ALL OTHER PRODUCTS MADE IN THIS ESTABLISHMENT		<i>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 value.</i>					
				18				
44				26				
45				34				
46				42				
47				59				
48				67				
49	MISCELLANEOUS RECEIPTS		Sales of scrap and refuse	99980 13 8				
50			Other miscellaneous receipts (including receipts for repair work, etc.)	99980 98 9				
51	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				
52	TOTAL value of shipments and other receipts Sum of lines 1-51, 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 (<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	