

If not shown, please enter your 11-digit Census File Number from the address label on page 1

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.

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 inventory by adding the beginning inventory to the amount purchased or transferred and subtracting ending inventory.

Report materials, parts, and supplies purchased, transferred from other plants of your company, or withdrawn from inventory.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

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**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 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.

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
<b>1</b>	Lumber and wood products, except furniture	240001 8	\$		
<b>2</b>	Paperboard containers, boxes, and corrugated paperboard	265001 8			
<b>3</b>	CHEMICALS AND ALLIED PRODUCTS Pigments, lakes, and toners; organic and inorganic	280033 2			
<b>4</b>		285101 2			
<b>5</b>		280093 6			
<b>6</b>	Plastics products consumed in the form of sheets, rods, tubes, and other shapes	308007 4			
<b>7</b>	Stone, clay, glass, and concrete products (including natural graphite)	320001 1			
<b>8</b>	Fabricated metal products, including forgings	340004 1			
<b>9</b>	Parts for pens and mechanical pencils	395101 9			
<b>10</b>	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			
<b>11</b>	<b>TOTAL</b> Sum of lines 1–10 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."

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>		
				584 Millions	Thou- sands	Dollars
<b>1</b>	Pens <b>(39511)</b>	BALLPOINT Refillable	39511 02 7	\$		
<b>2</b>		Nonrefillable	39511 04 3			
<b>3</b>		Roller	39511 13 4			
<b>4</b>	MARKERS <b>(39512)</b>	Fine point (thin-line writing pens)	39512 02 5			
<b>5</b>		Broad tipped (thick-line coloring pens and markers)	39512 06 6			
<b>6</b>	Other Pens, Mechanical Pencils, and Parts <b>(39513)</b>	Mechanical pencils, including clutch action and twist action	39513 05 6			
<b>7</b>		REFILL CARTRIDGES FOR PENS AND MARKERS	Ballpoint pen refills	39513 10 6		
<b>8</b>			All other refills (fountain and roller pen, fine point markers, etc.)	39513 13 0		
<b>9</b>		All other pens, mechanical pencil parts (including pen points, renewal parts, fountain pens, desk sets, etc.)	39513 25 4			
<b>10</b>	NONMECHANICAL PENCILS, CRAYONS, AND CHALK <b>(39523)</b>	Nonmechanical (wood-cased) black graphite pencils	39523 10 5			
<b>11</b>		Other nonmechanical (wood-cased) pencils (including indelible, colored, etc.) and graphite and colored sticks (including refill sticks for mechanical pencils, for sale separately)	39523 13 9			
<b>12</b>		Crayons and chalk, except artists', including tailors' chalk	39523 22 0			
<b>13</b>	DRAFTING AND DRAWING TABLES AND BOARDS	Made of metal	39524 11 1			
<b>14</b>		Made of wood	39524 12 9			
<b>15</b>		Made of other materials	39524 13 7			
<b>16</b>	Artists' equipment, including children's school art equipment, airbrushes, drawing tables and boards, palettes, sketch boxes, pantographs, and pyrography goods (excluding artists' crayons and other art materials, metal, wood, and plastics drafting tables and boards) – <i>Specify kind</i>		39524 14 5			
<b>17</b>	Drawing and India ink		39524 18 6			
<b>18</b>	Other art materials (including modeling clay and other modeling material, chalk, watercolors, tempera colors, finger paint, and block printing ink; excluding drawing and India ink)		39524 21 0			

**CONTINUE WITH ITEM 18B ON PAGE 7**

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**Item 18B. PRODUCTS AND SERVICES OF THIS ESTABLISHMENT DURING 1997 – 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>		
				584 Millions	Thou- sands	Dollars
19	<b>Hand Stamps, Stencils, and Other Marking Devices (39530)</b>	RUBBER AND VINYL STAMPS Hand stamps, typeholders, and dies, custom and stock	39530 13 4	\$		
20		Permanently inked stamps, excluding print dies	39530 15 9			
21		Mechanical hand stamps, self inkers including daters, time and numbering stamps, and metal and rubber wheel band goods	39530 33 2			
22		Embossing seals, including notary, engineering, corporate, stationery, etc.	39530 35 7			
23		Metal hand stamps; steel incising and embossing dies; letter and figure stamps; type and type holders; steel embossing and incising numbering heads; and nonferrous types and dies	39530 37 3			
24		Other marking devices, such as stencils, letters, figures, numerals, stamp pads, branding irons, etc.	39530 98 5			
25	Inks (writing and stamp pad ink, including indelible ink and marking fluid, excluding drawing inks)		28995 72 8			
26	<b>ALL OTHER PRODUCTS MADE IN THIS ESTABLISHMENT</b>	<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 total value.</i>	18			
27			26			
28			34			
29			42			
30	<b>CONTRACT WORK</b>	Receipts for work done for others on their own materials . . . . . <i>Describe below products worked on and kind of work.</i>	93000 00 8			
31	<b>MISCELLANEOUS RECEIPTS</b>	Sales of scrap, refuse, and other miscellaneous receipts (including receipts for repair work, etc.)	99980 00 5			
32	<b>RESALES</b>	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			
33	<b>TOTAL value of shipments and other receipts</b> Sum of lines 1–32, 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> )			
<b>Period covered</b>	FROM: Month	Day	Year	TO: Month	Day	Year
	666	1		2		
Signature of authorized person			Title		Date	