

**If not shown, please enter your 11-digit Census File Number (CFN) from the mailing address.**

**17** DETAILED COST OF MATERIALS, PARTS, AND SUPPLIES

**General** - The materials, parts, and supplies listed below are those commonly consumed in the manufacture, processing, or assembly of the products listed in **22**. 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 that are not listed, describe and report them in the "Cost of all other materials . . ." 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 009700 99.

Report materials, parts, and supplies purchased, transferred from other plants of your company, or withdrawn from inventory.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

**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.

**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 **16**, line A5, 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.

**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 **16**, line A2, not in **17**. The value of these products shipped by this establishment should be reported in **22** under Census product code 999899 1000, "Resales."

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Line No.	Materials, parts, and supplies	Census material code	Unit of measure for quantities	Consumption of purchased materials and of materials received from other establishments of your company			
				Quantity	Cost, including delivery cost (freight-in)		
					\$ Bil.	Mil.	Thou.
0634		0630	0636	0632	0631		
<b>1</b>	Recovered paper, all types . . . . .	001900 05					
<b>2</b>	Paper and paperboard (excluding boxes and containers) . . . . .	322100 05					
<b>3</b>	Paperboard containers, boxes, and corrugated paperboard . . . . .	322210 01					
<b>4</b>	Plastics products consumed in the form of sheets, rods, tubes, film, and other shapes . . . . .	326100 13					
<b>5</b>	Coated and laminated fabrics (including vinyl coated) . . . . .	313320 06					
<b>6</b>	Glues and adhesives . . . . .	325520 03	1000 lb				
<b>7</b>	Printing inks . . . . .	325910 02					

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**17** DETAILED COST OF MATERIALS, PARTS, AND SUPPLIES - Continued

Line No.	Materials, parts, and supplies	Census material code	Unit of measure for quantities	Consumption of purchased materials and of materials received from other establishments of your company				
				Quantity	Cost, including delivery cost (freight-in)			
					\$ Bil.	Mil.	Thou.	
0634		0630	0636	0632	0631			
<b>8</b>	Cost of all other materials and components, parts, containers, and supplies consumed (Specify the principal materials, etc., included in this value.) ↘	009700 99						
<b>9</b>	<b>TOTAL</b> (Should equal total reported in 16, line A1) . . . . .	771000 00						

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**18-21** Not Applicable.

**22** DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE

**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 **22**. 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.

**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.

**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 code 999899 2000.

**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 code 999899 1000, "Resales."

**Special Reporting Instructions and Definitions -**

**STATIONERY** - Stationery reported on lines 4, 5, and 6 should be noncommercial (i.e., packaged for retail sale). Commercial paper (wrapped ream paper) should be reported on line 11.

**ENVELOPES** - Report all commercial envelopes, regardless of type or material, on line 3. Report noncommercial envelopes on line 6.

**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. Report tablets and pads on lines 7 and 8.

**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 notebooks on line 9.

**LOOSELEAF FILLER** - Sheets of plain or ruled paper, with holes for insertion in a binder (excluding commercial forms). Report looseleaf fillers on line 10.

**WRAPPED REAM PAPER** - Any paper which is paper-wrapped in reams of 500 or 1,000 sheets, except looseleaf fillers (report on line 10), sensitized photographic and sensitized photocopy paper (report this in the "All other products" on lines 22-27), and paper for facsimile machines (report on line 2). Report wrapped ream paper on line 11.

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**22** DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE - Continued

Line No.	Products and services	Census product code	Unit of measure for quantities	Products shipped and other receipts				
				Quantity	Value, f.o.b. plant			
					\$ Bil.	Mil.	Thou.	
0734		0730	0736	0732	0731			
1	File folders (including hanging, expandable, wallets, jackets, pockets, and all other die-cut paper and paperboard office supplies) . . . . .	322231 1400						
2	Paper supplies for business machines and other miscellaneous unprinted paper office supplies (including paper rolls for adding, photocopy, laser, safety, facsimile, etc.) (excluding sensitized paper) . . . . .	322231 3100						
3	Envelopes, commercial, all types, and materials (Report noncommercial envelopes on line 6.) . . . . .	322232 0100						
4	Stationery (Report customized stationery products on lines 19 and 20.) Boxed stationery and portfolios . . . . .	322233 1111						
5	Wedding and social announcements, paper, cards, and envelopes . . . . .	322233 1121						
6	All other noncommercial stationery (including packaged paper and envelopes) (Report commercial envelopes on line 3.) (Specify kind) ↴ [Redacted]	322233 1131						
7	Tablets, pads, and related products (See special instructions) Tablets and pads 8 1/2 in. x 11 in. and 8 1/2 in. x 14 in. (excluding columnar) . . . . .	322233 3111						
8	All other tablets and pads (including columnar) (Specify kind) ↴ [Redacted]	322233 3221						
9	Notebooks, bound with wire (excluding columnar), staples, thread, or plastics (including composition, memo, and stenographic) (excluding case made) . . . . .	322233 3331						
10	Looseleaf paper fillers, school and commercial types . . . . .	322233 3441						

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**22** DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE - Continued

Line No.	Products and services	Census product code	Unit of measure for quantities	Products shipped and other receipts				
				Quantity	Value, f.o.b. plant			
					\$ Bil.	Mil.	Thou.	
0734		0730	0736	0732	0731			
11	Tablets, pads, and related products - Continued							
	Wrapped ream paper (excluding looseleaf fillers, photographic and photocopy paper, and paper for fax machines) . . . . .	322233 3551						
12	Looseleaf binders, devices, inserts, and forms (including post binders, components and products specifically for use in looseleaf binders) (excluding looseleaf filler paper), and metals . . . . .	323118 3100						
	13	All other miscellaneous tablets, pads, and related products ( <i>Specify kind</i> ) ↴						
		322233 3691						
14	Molded pulp goods (including egg cartons, florist pots, food trays, etc.) . . .	322299 1100						
15	All other paper and paperboard products (including party and holiday goods and accessories, cellulose insulation, wrapping products, filters, crepe paper, etc.) (excluding fine crepe paper) ( <i>Specify kind</i> ) ↴							
		322299 3600						
16	Fiber cores and tubes . . . . .	322214 3221	↑ short tons ↓					
17	Pasted, lined, laminated, or surface-coated paperboard . . . . .	322226 0100						
18	Manifold business forms printing ( <i>Specify kind of forms: unit set, custom continuous, etc.</i> ) ↴							
		323116 WYWW						
19	Customized stationery and business card printing ( <i>Report all other commercial printing on lines 22 through 27.</i> )							
	Lithographic (offset) . . . . .	323110 B195						
20	Letterpress . . . . .	323119 C292						
21	Pens, mechanical pencils, markers, and associated parts . . . . .	339941 0100						

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**22** DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE - Continued

Line No.	Products and services	Census product code	Unit of measure for quantities	Products shipped and other receipts				
				Quantity	Value, f.o.b. plant			
					\$ Bil.	Mil.	Thou.	
0734		0730	0736	0732	0731			
	All other products made in this establishment (Specify and report each product with sales value of \$50,000 or more that cannot be assigned to one of the pre-listed products and services. For all remaining products, write "Other" and report a single total value.)							
<b>22</b>		18						
<b>23</b>		26						
<b>24</b>		34						
<b>25</b>		42						
<b>26</b>		59						
<b>27</b>		67						
	Contract work - Receipts for work done for others on their materials (Specify products worked on and kind of work.) ↘							
<b>28</b>		999899 2000						
	Resales - Sales of products bought and sold without further manufacture, processing, or assembly (The cost of such items should be reported in 16, line A2.) . . . . .							
<b>29</b>		999899 1000						
	Miscellaneous receipts							
<b>30</b>	Sales of scrap and refuse . . . . .	999899 9003						
	Other miscellaneous receipts (including receipts for repair work, etc.) ↘							
<b>31</b>		999899 9090						
<b>32</b>	<b>TOTAL</b> (Should equal total reported in 5) . . . . .	770000 0000						

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**23-25** Not Applicable.

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**26** SPECIAL INQUIRIES

**A. PURCHASE OF CONTRACT MANUFACTURING**

1. Did this establishment **purchase** contract manufacturing services from other companies or foreign plants of your company in 2012?

**Include:**

- Products for which the manufacturing (i.e., transforming or otherwise processing materials or components based on specifications provided by your company) was outsourced to other companies.
- Products for which the manufacturing was performed by your company's foreign plants.

**Exclude:**

- Services for packaging and assembling.
- Purchases of merchandise for resale (sale of products bought and sold without further processing or transformation).

1011  Yes - Go to line 2

1012  No - Go to **B**

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2. Report the costs incurred by this establishment for contract manufacturing purchases in 2012. . . . . 1013

2012		
\$ Bil.	Mil.	Thou.
[ ] [ ] [ ]	[ ] [ ] [ ] [ ] [ ]	[ ] [ ] [ ] [ ]

3. Report the value of sales, shipments, receipts, or revenue generated in 2012 from products whose purchases were reported as contract manufacturing costs in line 2 . . . . . 1015

2012		
\$ Bil.	Mil.	Thou.
[ ] [ ] [ ]	[ ] [ ] [ ] [ ] [ ]	[ ] [ ] [ ] [ ]

**B. RECEIPTS FROM CONTRACT MANUFACTURING**

1. Did this establishment **provide** contract manufacturing services to others in 2012 (*regardless of materials ownership*)?

**Include:**

- Products manufactured at this location (i.e., transforming or otherwise processing materials or components based on specifications provided by the contracting company).
- Products manufactured and transferred to other plants of your company.
- Products manufactured and exported.

**Exclude:**

- Services for packaging and assembling.
- Sales of products purchased and sold without further processing or transformation.

1017  Yes - Go to line 2

1018  No - Go to **30**

2. Report the value of sales, shipments, receipts, or revenue generated in 2012 from contract manufacturing performed at this location for others (**regardless of materials ownership and based on specifications provided by the contracting company**) . . . . . 1019

2012		
\$ Bil.	Mil.	Thou.
[ ] [ ] [ ]	[ ] [ ] [ ] [ ] [ ]	[ ] [ ] [ ] [ ]

Please describe the product(s) being manufactured for others at this establishment. ↴

1020

**27-29** Not Applicable.

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

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**30 CERTIFICATION** - This report is substantially accurate and was prepared in accordance with the instructions.

Is the time period covered by this report a calendar year?

Yes

No - Enter time period covered →

FROM	Month	Year	TO	Month	Year
	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

Name of person to contact regarding this report

Title

Area code	Number	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>

Fax	Area code	Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

E-mail address

Date completed	Month	Day	Year
	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Thank you for completing your 2012 ECONOMIC CENSUS form.  
PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS AND RETURN THE ORIGINAL.**

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