

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 **2**. 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Report materials, parts, and supplies purchased, transferred from other plants of your company, or withdrawn from inventory.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 **2** under Census product code 999890 0000, "Resales."

Line No.	Materials, parts, and supplies	Census material code	Unit of measure or quantities	Consumption of purchased materials and of materials received from other establishments of your company	Cost, including delivery cost (freight-in)			
					Quantity	\$ Bil.	Mil.	Thou.
						0631		
0634		0631	0636	0632				
1	Recovered paper, all types	001900 05						
2	Paper and paperboard (excluding boxes and containers)	322100 05	short tons					
3	Plastics products consumed in the form of sheets, rods, tubes, and other shapes	326100 13						
4	Coated and laminated fabrics, including vinyl coated	313320 06						
5	Glues and adhesives	325520 03	1000 lb					
6	Printing inks	325910 02						
7	Paperboard containers, boxes, and corrugated paperboard	322210 01						
8	Cost of all other materials and components, parts, containers, and supplies consumed (<i>Specify the principal materials, etc., included in this value.</i>) ↘	009700 99						
9	TOTAL (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 2. 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 930000 0000.

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 999890 0000, "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 26-31), and paper for facsimile machines (report on line 2). Report wrapped ream paper on line 11.

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						

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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		
	Stationery (Report customized stationery products on lines 19 through 21.)						
4	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.) ↴ 	322233 1131					
7	Tablets, pads, and related products (See special instructions.) Tablets and pads 8 1/2" X 11" and 8 1/2" X 14" (excluding columnar)	322233 3111					
8	All other tablets and pads (including columnar) (Specify kind.) ↴ 	322233 3221					
9	Notebooks, bound with wire (excluding columnar), staples, thread, or plastics (including composition, memo, and stenographic but excluding case made)	322233 3331					
10	Looseleaf fillers, school and commercial types	322233 3441					
11	Wrapped ream paper (excluding looseleaf fillers, photographic and photocopy paper, and paper for facsimile machines)	322233 3551					
12	Looseleaf binders, inserts, forms, and other products specifically for use in looseleaf binders (excluding looseleaf filler paper)	323118 3100					
13	All other tablets, pads and related products (Specify kind.) ↴ 	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, and crepe paper) (excluding fine crepe paper) (Specify kind.) ↴ 	322299 3600					
16	Fiber cores and tubes	322214 3221	short tons				

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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			
17	Pasted, lined, laminated, or surface-coated paperboard	322226 0100	short tons					
18	Manifold business forms printing (Specify kind of forms: unit set, custom continuous, etc.) ↘	323116 WYWW						
19	Customized stationery and business card printing (Report all other commercial printing on lines 26 through 31.)							
20	Lithographic (offset)	323110 B195						
21	Letterpress	323119 C292						
22	Engraving printing (Specify kind of products engraved: social, business, etc.) ↘							
23	Plastics cups (for vending machines, over-the-counter, carryout, etc.) (excluding foam)	326199 6111						
24	All other plastics product manufacturing (Specify kind.) ↘	326199 WYWW						
25	Pens, mechanical pencils, markers, and associated parts	339941 0100						
26	Fabricated metal products (Specify kind.) ↘	332999 WYWW						
27	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 "listed products and services". For all remaining products, write "Other" and report a single total value.	18						
28		26						
29		34						
30		42						
31		59						
		67						

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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		
32	Contract work - Receipts for work done for others on their materials (Specify products worked on and kind of work.) ↴	930000 0000					
33	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.)	999890 0000					
34	Miscellaneous receipts Sales of scrap and refuse	999801 3000					
35	Other miscellaneous receipts (including receipts for repair work, etc) ↴	999809 8000					
36	TOTAL (Should equal total reported in 5)	770000 0000					

23-25 Not Applicable.

26 SPECIAL INQUIRIES

OTHER ESTABLISHMENT ACTIVITIES

1. Did this establishment design, engineer, or formulate the manufactured products that it sold, produced, or shipped?

0318 Yes

0319 No

2. Which of the following best describes this establishment's primary activity? (Mark "X" only ONE box.)

0362 Providing contract manufacturing services for others

0363 Transforming raw materials or components into new products that this establishment owns or controls

0364 Reselling goods manufactured by others (with or without minor final assembly)

0365 Other - Specify ↴

0366 _____

3. Did this establishment purchase contract manufacturing services from other companies or other establishments of your company to process materials or components that this establishment owns or controls?

0496 Yes, primarily with establishments WITHIN the 50 States and the District of Columbia

0497 Yes, primarily with establishments OUTSIDE of the 50 States and the District of Columbia

0498 No

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.)

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

Name of person to contact regarding this report

Title

Telephone	Area code	Number			Extension	Fax	Area code	Number		
			-						-	
Internet e-mail address						Date completed	Month	Day	Year	

Thank you for completing your 2007 ECONOMIC CENSUS form.

PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS AND RETURN THE ORIGINAL.

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