

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Report materials, parts, and supplies purchased, transferred from other plants of your company, or withdrawn from inventory.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

**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 amount 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 all 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 **15**, 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 **15**, line A2, not in **16**. The value of these products shipped by this establishment should be reported in **2** under Census product code 000999 8900 6, "Resales."

INFORMATION COPY  
DO NOT USE TO REPORT

Line No.	Materials, parts, and supplies	Census material code	Consumption of purchased materials and of materials received from other establishments of your company		
			Cost, including delivery cost (freight-in)		
			\$ Bil.	Mil.	Thou.
0634		0630	0631		
<b>1</b>	Coated paper . . . . .	322000 15 9			
	Uncoated paper				
<b>2</b>	Sheets . . . . .	322120 09 8			
<b>3</b>	Rolls . . . . .	322120 11 4			
<b>4</b>	Paperboard (excluding that used for shipping; including news, chip, pasted, tablet, check, and binders' board) . . . . .	322130 01 4			
<b>5</b>	Paperboard containers, boxes, and corrugated paperboard . . . . .	322210 01 4			
<b>6</b>	Cloth and nonwoven fabrics for hardbound book covers . . . . .	313200 01 6			
<b>7</b>	Metal and plastics looseleaf components, including ring type . . . . .	323110 00 7			
<b>8</b>	Plastics film and sheet . . . . .	326100 01 3			
<b>9</b>	All other plastics consumed, excluding looseleaf devices and components . . . . .	001900 D4 8			

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

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

Line No.	Materials, parts, and supplies	Census material code	Consumption of purchased materials and of materials received from other establishments of your company		
			Cost, including delivery cost (freight-in)		
			\$ Bil.	Mil.	Thou.
0634		0630	0631		
<b>10</b>	Printing ink . . . . .	325910 03 2			
<b>11</b>	Cost of all other materials and components, parts, containers, and supplies consumed (Specify the principal materials, etc., included in this value.) 7	009700 99 8			
<b>12</b>	<b>TOTAL</b> (Should equal total reported in 16, line A1) . . . . .	771000 00 7			

**17-21** 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.

**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 000999 8900 6, "Resales."

**Special Reporting Instructions and Definitions -**

**Book Publishing** - If you are the publisher of books being bound or printed and bound at this establishment, do not report these books on individual lines. Report such revenue on lines 58 through 63.

**Book Jackets and Covers** - Report printed book jackets on lines 58 through 63. Book covers not used to bind books in this establishment should be reported on line 19.

Line No.	Products and services	Census product code	Products shipped and other receipts		
			Value, f.o.b. plant		
			\$ Bil.	Mil.	Thou.
0734		0730	0731		
<b>1</b>	Checkbooks (including inserts and refills, but excluding those in continuous form and die-cut) . . . . .	323116 9100 3			

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

Line No.	Products and services	Census product code	Products shipped and other receipts		
			Value, f.o.b. plant		
			\$ Bil.	Mil.	Thou.
0734		0730	0731		
<b>2</b>	Blankbooks, excluding looseleaf Albums and scrapbooks, including photograph, stamp, and all other bound books used for storage . . . . .	323118 1111 4			
<b>3</b>	Diaries, time planners/organizers, and appointment books, including refills . . . . .	323118 1116 3			
<b>4</b>	All other blankbooks, including ledger and account books, columnar books, memo books, address books, and bound roll books . . . . .	323118 1121 3			
<b>5</b>	Looseleaf binders, devices, and forms (including those used for time planners/organizers, appointment books, photo albums, scrap books, etc.) Binders (except zippered ring binders, which should be reported on lines 58 through 63) 3-ring Stock (cataloged) . . . . .	323118 3111 2			
<b>6</b>	Custom, including decorated . . . . .	323118 3116 1			
<b>7</b>	Flexible prong, plastics channel, presentation, report, and brief covers	323118 3121 1			
<b>8</b>	All other looseleaf binders, including post, rigid prong, post-and-sleeve, and ring other than 3-ring . . . . .	323118 3132 8			
<b>9</b>	Looseleaf devices and forms, including indexes, sheet protectors, looseleaf refills for time planners/organizers, photo albums, etc., metals, and looseleaf binder components and devices . . . . .	323118 3136 9			
<b>10</b>	Edition, library, and other hardcover bookbinding of books printed elsewhere (Binding of books printed by you should be reported separately as book printing on lines 58 through 63.) Edition binding (hardbound) 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) . . . . .	323121 1111 8			
<b>11</b>	General consumer and trade books (including adult and juvenile trade books, book club, and direct mail books) . . . . .	323121 1116 7			
<b>12</b>	All other books, nec (not elsewhere classified) (including religious and reference books: Bibles, testaments, hymnals, devotionals, dictionaries, thesauruses, atlases, etc.) . . . . .	323121 1121 7			
<b>13</b>	Library binding (including rebinding and prebinding of books for library use), hardcover binding of periodicals and records, and other hardcover binding (except edition) . . . . .	323121 1226 4			
<b>14</b>	Softcover, pamphlet, sample book, and other book binding Softcover binding of books (49 pages or more, exclusive of the covers) (books printed elsewhere) Adhesive binding . . . . .	323121 5111 4			
<b>15</b>	Mechanical binding . . . . .	323121 5216 1			

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

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

Line No.	Products and services	Census product code	Products shipped and other receipts		
			Value, f.o.b. plant		
			\$ Bil.	Mil.	Thou.
0734		0730	0731		
	Softcover, pamphlet, sample book, and other book binding - Continued				
	Pamphlet and other softcover binding (material printed elsewhere)				
16	Adhesive binding . . . . .	323121 5321 9			
17	Mechanical binding . . . . .	323121 5326 8			
18	Sample books, swatches, and cards (color, carpet, upholstery, drapery, etc.) . . . . .	323121 5531 3			
19	Miscellaneous binding and postpress work, including collating, perforating, folding, gluing, die-cutting, gold or foil stamping, etc. . . . .	323121 7100 5			
	Books, printing and binding (See special instructions for reporting book jackets and covers. Report binding of books printed elsewhere on lines 10 through 19.)				
	Textbooks				
	Elementary and high school textbooks (grades K through 12), including teachers' editions				
20	Hardbound . . . . .	323117 1111 6			
21	Paperbound . . . . .	323117 1216 3			
	College textbooks (grades 13 or higher), including teachers' editions (including textbooks for private business and secretarial schools and post high school vocational schools, institutes, and training courses of college grades) (Report dictionaries, encyclopedias, thesauruses, and atlases on lines 36 and 37.)				
22	Hardbound . . . . .	323117 1321 1			
23	Paperbound . . . . .	323117 1426 8			
24	Workbooks and standardized tests, all grade levels . . . . .	323117 1531 5			
	Technical, scientific, and professional books (including technical manuals)				
25	Hardbound . . . . .	323117 3111 4			
26	Paperbound . . . . .	323117 3116 3			
	Religious books				
27	Hardbound (including flexible covers) . . . . .	323117 5111 2			
28	Paperbound . . . . .	323117 5116 1			

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

Line No.	Products and services	Census product code	Products shipped and other receipts		
			Value, f.o.b. plant		
			\$ Bil.	Mil.	Thou.
0734		0730	0731		
	Books, printing and binding (See special instructions for reporting book jackets and covers. Report binding of books printed elsewhere on lines 10 through 19.) - Continued				
	General books (trade, etc.)				
	Book club and mail order books				
<b>29</b>	Hardbound . . . . .	323117 7111 0			
<b>30</b>	Paperbound . . . . .	323117 7216 7			
<b>31</b>	Mass market paperbound books, rack-size, distributed predominantly to mass market outlets (Report nonrack-size on lines 33 and 35.) . . .	323117 7321 5			
	Adult trade books, books of fiction or nonfiction sold primarily through retail or wholesale book sellers at trade discounts				
<b>32</b>	Hardbound . . . . .	323117 7426 2			
<b>33</b>	Paperbound . . . . .	323117 7531 9			
	Juvenile books, fiction and nonfiction (including toy and coloring books)				
<b>34</b>	Hardbound . . . . .	323117 7636 6			
<b>35</b>	Paperbound . . . . .	323117 7741 4			
	Reference books (including encyclopedias, atlases, dictionaries, thesauruses, etc.)				
<b>36</b>	Hardbound . . . . .	323117 9118 3			
<b>37</b>	Paperbound . . . . .	323117 9123 3			
	All other books, nec (not elsewhere classified) (including music books, university press books, etc.)				
<b>38</b>	Hardbound . . . . .	323117 9126 6			
<b>39</b>	Paperbound . . . . .	323117 9131 6			
<b>40</b>	Books, printing only, not bound . . . . .	323117 A100 9			
<b>41</b>	Pamphlets, printing only or printing and binding (excluding advertising pamphlets) . . . . .	323117 C100 7			
	Tablets, pads, and related products				
	Tablets and pads				
<b>42</b>	8 1/2" X 11" and 8 1/2" X 14", except columnar . . . . .	322233 3111 0			
<b>43</b>	All other tablets and pads, including columnar . . . . .	322233 3221 7			
<b>44</b>	Notebooks, including those bound with wire (except columnar), staples, thread, and/or plastics, including composition, memo, and stenographic books, excluding case-made . . . . .	322233 3331 4			

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

Line No.	Products and services	Census product code	Products shipped and other receipts		
			Value, f.o.b. plant		
			\$ Bil.	Mil.	Thou.
	0734	0730	0731		
	Tablets, pads, and related products - Continued				
45	Looseleaf fillers, school and commercial types . . . . .	322233 3441 1			
46	Wrapped ream paper, excluding looseleaf fillers, sensitized photographic and photocopy paper, and paper for facsimile machines . . . . .	322233 3551 7			
47	All other . . . . .	322233 3691 1			
	Die-cut paper and paperboard office supplies				
48	Hanging file folders . . . . .	322231 1111 6			
49	Expanding file folders, including wallets . . . . .	322231 1121 5			
50	Other file folders, including file jackets and file pockets . . . . .	322231 1231 2			
51	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.) . . . . .	322231 1391 4			
	Manifold books and pegboard accounting systems				
52	Sales and other manifold books . . . . .	323116 3116 5			
53	Pegboard accounting systems . . . . .	323116 3111 6			
	Bank printing (including deposit slips, counter checks, imprinting of bank checks, etc.; excluding checkbooks)				
54	Flexographic process . . . . .	323112 3321 0			
	Lithographic (offset) process (excluding bank form printing)				
55	Sheet-fed . . . . .	323110 7141 2			
56	Web-fed . . . . .	323110 7143 8			
57	Mechanical hand-stamps and self-inkers, including date, time, and numbering stamps, and metal and rubber wheel-band goods . . . . .	339943 0211 6			
58	All other products made in this establishment - <i>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.</i>	18			
59		26			
60		34			
61		42			
62		59			
63		67			

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

Line No.	Products and services	Census product code	Products shipped and other receipts		
			Value, f.o.b. plant		
			\$ Bil.	Mil.	Thou.
0734		0730	0731		
<b>64</b>	Miscellaneous receipts				
	Sales of scrap and refuse . . . . .	000999 8013 8			
<b>65</b>	Other miscellaneous receipts (including receipts for repair work, etc.) . .	000999 8098 9			
<b>66</b>	Resales - Sales of products bought and sold without further manufacture, processing, or assembly (The cost of such items should be reported in <b>15</b> , line A2.) . . . . .	000999 8900 6			
<b>67</b>	<b>TOTAL</b> (Should equal <b>4</b> , line A) . . . . .	770000 0000 8			

**23-27** Not Applicable.



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**28** ESTABLISHMENT ACTIVITIES

**A.** Indicate activities that were performed by this establishment or were performed for this establishment by another company during 2002.  
(Mark "X" ALL that apply.)

This activity was performed -			
By this establishment	By another establishment of this company	By another company	Not at all
0921 <input type="checkbox"/>	8071 <input type="checkbox"/>	0941 <input type="checkbox"/>	0961 <input type="checkbox"/>
<b>1.</b> Product design/engineering . . . . .			
<b>2.</b> Order fulfillment			
0923 <input type="checkbox"/>	8072 <input type="checkbox"/>	0943 <input type="checkbox"/>	0963 <input type="checkbox"/>
<b>a.</b> Bundling or kitting (combining multiple items into a prepackaged product) . . . . .			
0924 <input type="checkbox"/>	8073 <input type="checkbox"/>	0944 <input type="checkbox"/>	0964 <input type="checkbox"/>
<b>b.</b> Pick and pack (taking goods from inventory and packaging them to fill orders). . . . .			
0925 <input type="checkbox"/>	8074 <input type="checkbox"/>	0945 <input type="checkbox"/>	0965 <input type="checkbox"/>
<b>c.</b> Warehousing of finished products . . . . .			
0926 <input type="checkbox"/>	8075 <input type="checkbox"/>	0946 <input type="checkbox"/>	0966 <input type="checkbox"/>
<b>d.</b> Breaking bulk (reducing large shipments into smaller portions for customers) . . . . .			
0927 <input type="checkbox"/>	8076 <input type="checkbox"/>	0947 <input type="checkbox"/>	0967 <input type="checkbox"/>
<b>e.</b> Local delivery (within a city, town, or other local area, including adjoining towns and suburban areas) . . . . .			
0928 <input type="checkbox"/>	8077 <input type="checkbox"/>	0948 <input type="checkbox"/>	0968 <input type="checkbox"/>
<b>f.</b> Long distance delivery (beyond local areas and commercial zones) . . . . .			
0932 <input type="checkbox"/>	8078 <input type="checkbox"/>	0952 <input type="checkbox"/>	0972 <input type="checkbox"/>
<b>g.</b> Processing of returned merchandise . . . . .			

**B.** During 2002 did this establishment:

- 1. Manage inventory owned by this establishment AND held at this location? . . . . . 0936  Yes                      0937  No
- 2. Manage inventory owned by this establishment BUT held at a customer's location?. . . . . 0956  Yes                      0957  No
- 3. Manage inventory owned by another company BUT held at this location? . . . . . 0976  Yes                      0977  No
- 4. Manage inventory owned by another company AND held somewhere other than at this location?. . . . . 0994  Yes                      0995  No
- 5. Contract with another firm for any of your production using materials owned by this location? . . . . . 8041  Yes                      8042  No
- 6. Send any partially completed products to a foreign facility for processing that were then returned to this establishment for completion? . . . . . 8044  Yes                      8045  No
- 7. Manufacture products for a government to their specifications? . . . . . 8047  Yes                      8048  No
- 8. Manufacture products for another business to their specifications? . . . . . 8016  Yes                      8017  No
- 9. Manufacture products for a final retail customer to their specifications? . . . . . 8060  Yes                      8062  No



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**29 OPERATIONAL STATUS**

Activity that best describes this establishment's status at the end of 2002  
(Mark "X" only ONE box.)

0011 <input type="checkbox"/> In operation	0013 <input type="checkbox"/> Temporarily or seasonally inactive							
0012 <input type="checkbox"/> Under construction, development, or exploration	0014 <input type="checkbox"/> Ceased operation - Give date at right →	0018 <table border="1"> <tr> <th>Month</th> <th>Day</th> <th>Year</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	Month	Day	Year			
Month	Day	Year						
	0015 <input type="checkbox"/> Sold or leased to another operator - Give date at right AND enter new name and mailing address below ↴	→						

0060 Name of new owner or operator	0061 Employer Identification Number		
	Enter EIN of new owner (9 digits) →		-
0062 Mailing address (number and street, P.O. Box, etc.)			
0063 City, town, village, etc.	0064 State	0065 ZIP Code	
			-

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?  
0078  Yes    0079  No - Enter time period covered →

FROM 0070	Month	Year	TO 0071	Month	Year

0072 Name of person to contact regarding this report      0073 Title

Telephone 0074	Area code	Number	Extension	Fax 0075	Area code	Number
		-				-

0076 Internet e-mail address      Date completed  
0069

Month	Day	Year

**Thank you for completing your 2002 Economic Census form.**  
**PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS AND RETURN THE ORIGINAL.**

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