U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU

RT-45102

2002 ECONOMIC CENSUS **HOBBY, TOY, AND SEWING STORES**

OMB No. 0607-0881: Approval Expires 06/30/2004

DUE DATE FEBRUARY 12, 2003

Mail your completed form to: **U.S. CENSUS BUREAU** 1201 East 10th Street Jeffersonville, IN 47134-0001

Please read the accompanying information sheet(s) before answering the questions.

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Call 1-800-233-6136, between 8:00 a.m. and 8:00 p.m., Eastern time, Monday through Friday.

- OR -

Write to the address above. Include your 11-digit Census File Number (CFN) printed in the mailing address

RT-45102

INFORMATION COPY NOT USE TO REPORT O NOT USE

/Places correct any arrara in this mailing address !

.ag aaa.ooo.		(Please correct any errors	III UIIS IIIaiiii	iy au	aress.)				
that receive this questions law, YOUR CENSUS REI	EQUIRED BY LAW. Title inaire to answer the questing PORT IS CONFIDENTIAL ation and may be used on gal process.	ions and return the report L. It may be seen only by	to the U.S. persons sw	Cens vorn	sus Bure to upho	au. By did the co	the sar	ne tiali	
Use blue or black ink.	Please center numbers	in their respective boxes.	Examples:						
Do not use pencil.	• Do not put slashes thro	•			4 0 0	4 5	. 7	_	
Place an "X" inside the box.	·		\boxtimes	0	1 2 3	4 5	6 7	8	9
The reporting unit for this where business is conductinformation sheet(s).	s form is an establishment cted or where services or i	t. An establishment is g industrial operations are p	enerally a s erformed.	ingle For fu	physica urther cl	al location arification	on, see		
1 MONTHS IN OPERATION	I				Mark "X		2002		
					if None	Numb	er of m	onth	s
Number of months in one	eration during 2002 (If nor	ne mark "X" and go to 🖘)	0003	, 🗆		ı		
- Transcr of months in opt				. 0002	-				
2 EMPLOYER IDENTIFICATI									
Is the Employer Identifica	ation Number (EIN) shown	in the mailing address th	e same as t	he_or	ne used	for this	_		
establishment on its lates	st 2002 Internal Revenue S	Service Form 941, Employe	er's Quarteri	ly Fed	deral la	x Returr	1?		
0021 Yes 0022	No - Enter current	EIN (9 digits)	→ 0025		-				
PHYSICAL LOCATION A. Is this establishment's (P.O. box and rural ro.	s physical location the sam oute addresses are not phy	vsical locations.)	g address?						
	0035 Number and stre	eet							
0031									
			1						
0032 No - Enter physi	sical→ 0036 City, town, villag	ge, etc.	0037 State	0038	ZIP Code	;			
location				·		-			
B. Is this establishment p	physically located inside th	he legal boundaries of the	city, town,	villaç	ge, etc.?				
₀₀₄₁	□ No 0043 □	No legal boundaries	0044		Do not	know			
C. Type of municipality v	where this establishment is	s physically located							
	_	. , ,							
0046 City, village, or l	borough ₀₀₄₇	Town or township	0048		Other of	or do no	t know	,	

	Dellas Commente della commente del		Mark "X"		2002	
нош то	Dollar figures should be rounded to thousands of dollars.		if None	\$ Mil.	Thou.	D
REPORT DOLLAR FIGURES	If a figure is \$1,025,628.79 :	Report —	→ □	1	0 2 6	
TIGOTIES	If a value is "0" (or less than \$500.00):	Report —	X			
CALES SHIDMENT	TS, RECEIPTS, OR REVENUE					
SALES, SHIFWEN	13, NECEIF 13, ON NEVENOE		Mark "X"		2002	
			if None	\$ Mil.	Thou.	D
Sales of merchand collected.)	dise and other operating receipts (Exclude sales o	r other taxes · · · · · · · · ·	. 0100		1 1	
	LES, SHIPMENTS, RECEIPTS, OR REVENUE					
Internet, Extrai	or services where an order is placed by the buyenet, Electronic Data Interchange (EDI) network, elemade online. Please see the information sheet(s	ctronic mail, or	other online s	system. P	ated, över ayment m	an
0181	Go to mile B				2002	
0182 No -	Go to 🔞				Thou.	$\overline{}$
P F-commerce er	ales and/or receipts of this establishment (Include	a-commerce sa	loc	\$ Mil.	i nou.	D
and/or receipts	s in 4 . Include shipping and handling charges. E	xclude sales tax	res) 0105			
EMPLOYMENT AN Include: • Full- and page				Internal	Revenue	
Include: • Full- and part Service Form	t-time employees working at this establishment w n 941, Employer's Quarterly Federal Tax Return, a	rhose pavroll wa	s reported on	Internal I	Revenue on Numbe	er
Include: • Full- and part Service Form (EIN) shown	t-time emplovees working at this establishment w	rhose pavroll wa	s reported on	Internal I	Revenue on Numbe	er
Include: • Full- and part Service Form (EIN) shown Exclude:	t-time employees working at this establishment was 1941, Employer's Quarterly Federal Tax Return, as in the mailing address or corrected in 2.	rhose payroll wa nd filed under th	s reported on e Employer lo	dentificatio	on Numbe	er
Include: • Full- and part Service Form (EIN) shown Exclude: • Full- or part-to-	t-time employees working at this establishment was 941, Employer's Quarterly Federal Tax Return, as in the mailing address or corrected in ②. time leased employees whose payroll was filed un	rhose payroll wa nd filed under th	s reported on e Employer lo	dentificatio	on Numbe	er
Include: • Full- and part Service Form (EIN) shown Exclude: • Full- or part-to Temporary states:	t-time employees working at this establishment was 941, Employer's Quarterly Federal Tax Return, as in the mailing address or corrected in ②. time leased employees whose payroll was filed untaffing obtained from a staffing service.	rhose payroll wa nd filed under th	s reported on le Employer la lee leasing con Ma	dentificatio	on Numbe	er
Include: • Full- and part Service Form (EIN) shown Exclude: • Full- or part-to Temporary states:	t-time employees working at this establishment was 941, Employer's Quarterly Federal Tax Return, as in the mailing address or corrected in ②. time leased employees whose payroll was filed un	rhose payroll wa nd filed under th	s reported on le Employer la lee leasing con Ma	dentification	on Numbe	er
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Include: • Full- and part. Service Form. (EIN) shown Exclude: • Full- or part-t. • Temporary so	t-time employees working at this establishment wan 941, Employer's Quarterly Federal Tax Return, as in the mailing address or corrected in 2. It ime leased employees whose payroll was filed us taffing obtained from a staffing service. Sation, see information sheet(s).	rhose payroll wa nd filed under th nder an employe	s reported on the Employer Id the leasing con Ma if I	dentification	on Numbe	ər
Include: • Full- and part Service Form (EIN) shown Exclude: • Full- or part-t • Temporary strong further clarific A. Number of em	t-time employees working at this establishment wan 941, Employer's Quarterly Federal Tax Return, as in the mailing address or corrected in 2. It ime leased employees whose payroll was filed us taffing obtained from a staffing service. Sation, see information sheet(s).	rhose payroll wand filed under the	s reported on e Employer la ee leasing con Ma if l	dentification	IN. 2002 Number	
Include: • Full- and part Service Form (EIN) shown Exclude: • Full- or part-t • Temporary st For further clarific A. Number of em B. Payroll before	t-time employees working at this establishment was 941, Employer's Quarterly Federal Tax Return, as in the mailing address or corrected in 2. time leased employees whose payroll was filed untaffing obtained from a staffing service. Pation, see information sheet(s). ployees for pay period including March 12	rhose payroll wand filed under the nder an employe	s reported on the Employer Id the leasing con Ma. if I 	npany's E	IN. 2002 Number	
Include: • Full- and part Service Form (EIN) shown Exclude: • Full- or part-t • Temporary st For further clarific A. Number of em B. Payroll before 1. Annual pay	t-time employees working at this establishment was 941, Employer's Quarterly Federal Tax Return, as in the mailing address or corrected in 2. time leased employees whose payroll was filed us taffing obtained from a staffing service. ation, see information sheet(s). ployees for pay period including March 12	chose payroll wand filed under the nder an employe	s reported one Employer love leasing com Mai if I	npany's E	IN. 2002 Number	
Include: • Full- and part Service Form (EIN) shown Exclude: • Full- or part-t • Temporary st For further clarific A. Number of em B. Payroll before 1. Annual pay	t-time employees working at this establishment was 941, Employer's Quarterly Federal Tax Return, as in the mailing address or corrected in 2. time leased employees whose payroll was filed untaffing obtained from a staffing service. Pation, see information sheet(s). ployees for pay period including March 12	chose payroll wand filed under the nder an employe	s reported one Employer love leasing com Mai if I	npany's E	IN. 2002 Number	
Include: • Full- and part Service Form (EIN) shown Exclude: • Full- or part-t • Temporary st For further clarific A. Number of em B. Payroll before 1. Annual pay	t-time employees working at this establishment was 941, Employer's Quarterly Federal Tax Return, as in the mailing address or corrected in 2. time leased employees whose payroll was filed us taffing obtained from a staffing service. ation, see information sheet(s). ployees for pay period including March 12	chose payroll wand filed under the nder an employe	s reported one Employer love leasing com Mai if I	npany's E	IN. 2002 Number	Do
Include: • Full- and part Service Form (EIN) shown Exclude: • Full- or part-t • Temporary st For further clarific A. Number of em B. Payroll before 1. Annual pay	t-time employees working at this establishment was 941, Employer's Quarterly Federal Tax Return, as in the mailing address or corrected in 2. time leased employees whose payroll was filed us taffing obtained from a staffing service. ation, see information sheet(s). ployees for pay period including March 12	chose payroll wand filed under the nder an employe	s reported one Employer love leasing com Mai if I	npany's E	IN. 2002 Number	
Include: • Full- and part Service Form (EIN) shown Exclude: • Full- or part-t • Temporary st For further clarific A. Number of em B. Payroll before 1. Annual pay	t-time employees working at this establishment was 941, Employer's Quarterly Federal Tax Return, as in the mailing address or corrected in 2. time leased employees whose payroll was filed us taffing obtained from a staffing service. ation, see information sheet(s). ployees for pay period including March 12	chose payroll wand filed under the nder an employe	s reported one Employer love leasing com Mai if I	npany's E	IN. 2002 Number	



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If not shown, please enter your 11-digit Census F Number (CFN) from the mailing address.	ile
LEASED EMPLOYMENT AND PAYROLL	
A. Did this establishment have any full- or part-till leasing company's EIN?	me leased employees whose payroll was filed under an employee
Exclude:	
 Temporary staffing obtained from a staffing 	g service.
 Contractors, subcontractors, or independent 	nt contractors.
 Purchased or managed services, such as ja 	nitorial, guard, or landscape services.
 Professional or technical services purchase programming, engineering, or accounting s 	d from another firm, such as software consulting, computer services.
 Employees already reported in 6. 	
For further clarification, see information sheet	's).
₀₂₄₁	
₀₂₄₂ No - Go to B	Mark "X" 2002 if None Number
B. Number of leased employees for pay period in	ncluding March 12
C. Payroll for leased employees before deduction fringe benefits.)	s (Exclude employer's cost for 2002 \$ Mil. Thou. Dol.
1. Annual payroll for leased employees	
	0000
	Mark "X" 2002 if None \$ Mil. Thou. Dol.
2. First quarter payroll for leased employees ((January-March, 2002)
8-17 Not Applicable.	,
B KIND OF BUSINESS	
Principal kind of business in 2002 (Mark "X" only ONE box.)	
o700 451 120 10 16 Hobby, toy, and game sto	re
451 120 10 24 Specialty toy store	
451 120 20 14 Craft supply store	
453 998 30 25 Artists' supply store	
451 120 20 22 Ceramics and supplies sto	re
453 220 00 39 Gift, novelty, souvenir sto	re, including crafts
451 130 00 24 Sewing, fabric, and piece	goods store
451 130 00 32 Quilting supply store	
451 130 00 40 Needlework and knitting s	tore
451 130 00 57 Embroidery, needle point,	cross stitch shop
451 130 00 16 Upholstery fabric store	
811 420 00 28 Reupholstery and furniture	e repair shop
CONTI	NUE WITH ® ON PAGE 4

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18	KIND OF BUSINES	SS - (Continued
070	442 291 00 28		Drapery and curtain store, except custom
	314 121 20 13		Custom drapery and curtain store
	442 291 00 10		Blind and shade store
	443 111 00 24		Sewing machine store
	453 920 00 16		Art dealer/gallery
	442 299 00 12		Homefurnishings store, including china, glassware, metalware, lamps, lampshades, pictures, frames, mirrors, etc.
	453 998 10 29		Collectors' items and supplies store, including philatelist, numismatist, etc.
	451 211 10 16		Book store, general
	772 000 00 12		Other kind of business - Specify
070	1		
19	CLASS OF CUSTO	MEE	
•			ess practice, did this establishment sell to household consumers and individual users in 2002?
		usiiit	ess practice, did this establishment sen to nousehold consumers and individual users in 2002:
	₀₂₅₁		
	₀₂₅₂		
	B. Were 75% or n	nore	of this establishment's sales to retailers/wholesalers for resale in 2002?
	₀₂₅₆		
	₀₂₅₇ No		
	C. Did this establi	ishm	ent require proof of business or professional license from new customers in 2002?
	₀₂₇₆		
	₀₂₇₇ No		
			CONTINUE WITH © ON PAGE 5

If no Nun	ot sh	owi (CF	n, please enter your 11-digit Census File N) from the mailing address.		
9	CLA	ss (OF CUSTOMER - Continued		
				2002	
	D. E	stin Circ	nate the percentage of this establishment's total sales (reported in 4) by class of customer. le all that apply and then report percentages for the items circled.)	Whole perconstant of sales and receipts	nd
	1		Household consumers and individual users		%
	2	2.	Retailers for resale		%
	3	3.	Wholesale establishments for resale		%
	4	١.	Repair shops for use in repair work		%
	5	j.	Manufacturing and mining industrial users for use as input goods in production		%
	6) .	Restaurants, hotels, food services, and contract feeding		%
	7	' -	Businesses for end use in their own operation, not for resale or production		%
	8	3.	Building contractors, heavy construction, and special trade contractors		%
	9).	Farmers for use in farm production		%
	1	0.	Governmental bodies (Federal, state, and local)		%
	1	1.	Export sales		%
	1	2.	Other - Specify		
			0874		%
	1	3.	TOTAL	1 0 0	%
20	Princ	cipa	D OF SELLING I method of selling in 2002 K" only ONE box.)		
	0751		Electronic commerce (selling goods or facilitating the sale of goods via the Internet or other electronic	nic means	;)
	0752		Store or display showroom (selling from a fixed or permanent location with physical displays of primerchandise and/or from a counter)	riced	
	0753		Warehouse or office (including telephone/fax orders or outside sales representatives)		
	0754		Mail order		
	0755		Home shopping via television		
	0756		Direct selling (selling in a face-to-face manner away from a fixed location, such as house-to-house, plan, or temporary kiosk sales)	party	
	0757		Vending machines		
	0758		Other - Specify		
		0759			
3	Not		licable.		

Form RT-45102						Pag	је		
				2002					
HOW TO REPORT				mates are a rt dollars O	•				
PERCENTS			\$ Mil.	Thou.	Dol.	Percei	nt		
	If figure is 38.76% of total sales:	Report whole percents				3	9		
	DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE (Report sales for each merchandise line sold by this establishment, either as a dollar figure or as a whole percent of								

	(Report sales for each merchandise line sold by this establishment, either as a dot total sales (reported in 4). See HOW TO REPORT DOLLAR FIGURES on page 2 a above.)	ollar fi and H	gure or as OW TO RE	s a whole EPORT PE	perce RCEN	nt of TS			
				2002					
		Cen- sus	Latinates are acceptable.						
	Description of sales, shipments, receipts, or revenue	use	-		Dol.				
0723		0720	\$ Mil.	Thou.	DOI.	Percent 0722			
0,20		0720	0721			0722			
1.	Toys, hobby goods, and games, including video and electronic games, electronic game devices, and wheel goods, except bicycles (Report bicycles on line 4a.)								
	a. Toys, including wheel goods	20461							
	b. Games, including video and electronic games	20462							
	c. Hobby goods	20463							
	d. Sum lines 1a through 1c	20460							
2.	Sewing, knitting, needlework goods, including fabrics, patterns, sewing supplies, notions, yarns, laces, trimmings, needlework kits, etc.								
	a. Fabrics	20271							
	b. Patterns	20272							
	c. Sewing supplies, notions, yarns, laces, trimmings, needlework kits, etc	20273							
	d. Sum lines 2a through 2c	20270							
3.	Curtains, draperies, blinds, slipcovers, bed and table coverings	20280							
4.	Sporting goods								
	a. Bicycles, parts and accessories (Report parts installed in repair on line 32b.)	20512							
	b. All other sporting goods, including snowmobiles, go-carts, exercise/fitness equipment, etc	20523							
	c. Sum lines 4a and 4b	20500							
5.	Craft supplies	20881							
6.	Artists' materials and supplies	20869							
7.	Seasonal decorations	20878							
8.	Artificial/silk flowers, plants, and trees	20879							
9.	Furniture, sleep equipment (Report repair and rental receipts on line 32b.)	20340							
10.	Kitchenware and homefurnishings, including cookware, cooking accessories, dinnerware, glassware, giftware, decorative accessories, clocks, mirrors, closet and bathroom accessories, etc.	20380							
	CONTINUE WITH ② ON PAGE 7								

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		Cen-	2002 Estimates are acceptable.						
	Description of sales, shipments, receipts, or revenue	use	Repo	rt dollars C	Dol.	Percent			
723		0720	0721			0722			
11.	Major household appliances, including sewing machines, refrigerators, ranges, microwave ovens, room air-conditioners, etc.	20300							
12.	Small electric appliances, including mixers, toasters, coffee makers, personal care appliances, etc.	20310							
13.	Audio equipment, musical instruments, radios, stereos, compact discs, records, tapes, audio tape books, sheet music, accessories	20330							
14.	Computer hardware, software, and supplies, including computer game software (Report electronic games and electronic game devices on line 1b. Report electronic game/DVD combination devices on line 31.)	20370							
15.	Books (Report audio tape books on line 13 and comic books on line 18.)	20420							
16.	Hardware, tools, and plumbing and electrical supplies	20600							
17.	Paint and sundries	20670							
18.	Magazines and newspapers	20856							
19.	Stationery products, including stationery, tablets, pads, and related products .	20851							
20.	Office paper, including computer printer, copier, fax, and typewriter cut sheet paper	20852							
21.	Office and school supplies	20853							
22.	Greeting cards	20855		' '					
23.	Women's, juniors', and misses' wear (Report girls', infants', and toddlers' wear on line 25 and footwear on line 31.)	20220							
24.	Men's wear (Report boys' wear on line 25 and footwear on line 31.)	20200							
25.	Children's wear, including boys' (sizes 2 to 7 and 8 to 20), girls' (sizes 4 to 6x and 7 to 14), and infants' and toddlers' clothing and accessories (Report footwear on line 31.)	20240							
26.	Jewelry, including watches, watch attachments, novelty jewelry, etc	20400							
27.	Optical goods, including eyeglasses, contact lenses, sunglasses, etc. (Report binoculars on line 31.)	20490	1 1						
28.	Drugs, health aids, beauty aids, including cosmetics	20160							
29.	Groceries and other food items for human consumption off the premises, including candy, gum, packaged snacks, etc.	20100							
30.	Souvenirs and novelty items	20877							

orm	RT-45102					Page 8		
22	DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE - Continued							
				2002	2			
	Description of color skings and provide an account	Cen- sus		mates are a ort dollars C				
	Description of sales, shipments, receipts, or revenue	use	\$ Mil.	Thou.	Dol.	Percent		
0723		0720	0721			0722		
31.	All other merchandise (Report receipts for services on line 32.) Specify principal lines and estimated sales below	29810						
	a	29811						
	b.	29812	1 1	1 1				
	c.	29813						
32.	All nonmerchandise receipts, including receipts from rentals, storage, and other services provided to customers EXCLUDING SALES AND OTHER TAXES							
	a. Receipts from instructions and lessons	29915	1 1	1 1				
	b. All other nonmerchandise receipts, including receipts from customers for parts installed in repair and charges for repair, delivery, alteration, etc	29963						
	c. Sum lines 32a and 32b	29900						
33.	TOTAL (Should equal 4 if reporting in dollars.)	29990				1 0 0		
23	Not Applicable.							
24	SHIPPING AND HANDLING							
	A. Did this establishment have any receipts from customers for shipping and ha	ndling	of merch	andise in	2002?	•		
	Yes - Go to line B				2002			
	₀₉₈₂ No - <i>Go to</i>				1	cceptable		
	B. Receipts of this establishment from customers for shipping and handling of merchandise							
	C. Are receipts for shipping and handling included in sales and receipts (reporte	d in 🕻)?					
	0988							
	₀₉₈₉							
25	Not Applicable.							



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Nur	ot sho nber ((wn, please enter your 11-digit Census File CFN) from the mailing address.			
23	ESTA	BLISHMENT ACTIVITIES			
	со	dicate activities that were performed by this establishment or were impany during 2002. Mark "X" ALL that apply.)	e performed for the	his establishmen	t by another
	1	Product Development	This activity was performed by this establishment	This activity was performed for this establishment by another company	This activity was not provided by this establishment
	••				П
		a. Product design/engineering	0921	0941	0961
		b. Materials fabrication/processing/assembly/blending	0922	0942	0962
	2.	Order Fulfillment			
		a. Bundling or kitting (combining multiple items into a prepackaged product)	0923	0943	0963
		b. Pick and pack (taking goods from inventory and packaging them to fill orders)	0924	0944	0964
		c. Warehousing	0925	0945	0965
		ů	0020	0040	0000
		d. Breaking bulk (reducing large shipments into smaller portions for customers)	0926	0946	0966
		e. Local delivery (within a city, town, or other local area, including adjoining towns and suburban areas)	0927	0947	0967
		f. Long distance delivery (beyond local areas and commercial zones)	0928	0948	0968
		g. Less than truckload	0929	0949	0969
	3.	Other Services			
		a. Customs brokerage (providing the services of a licensed customs broker)	0930	0950	0970
		b. Logistics consulting (providing advice and expertise)	0931	0951	0971
		c. Processing of returned merchandise	0932	0952	0972
	R Di	uring 2002 did this establishment:			
		Manage inventory owned by this establishment AND held at this	la cation?	□ Voc	П
				₀₉₃₆	₀₉₃₇
	2.	Manage inventory owned by this establishment BUT held at a cu location?		₀₉₅₆	₀₉₅₇ \square No
	3.	Manage inventory owned by another company BUT held at this I	location?	₀₉₇₆	₀₉₇₇
	4	Manage inventory owned by another company AND held somew	here other than		
		at this location?		₀₉₉₄	₀₉₉₅ No



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FORM N1-45 102	Page 10
29 OPERATIONAL STATUS	
Activity that best describes this establishment's status at the	end of 2002
(Mark "X" only ONE box.)	
	. ,
$_{0011}$ \square In operation $_{0014}$ \square Ceased operation - Gi	ive date at right
□ Tamamamanih. an □ Cald an lasaad ta anan	No. of the second secon
0013 Temporarily or 0015 Sold or leased to another seasonally inactive - Give date at right Al	tner operator ————————————————————————————————————
seasonally inactive - Give date at right Al name and mailing add	dress below 7
	<u>, </u>
0060 Name of new owner or operator	0061 Employer Identification Number
	Enter EIN of new
acco M 'II'	owner (9 digits) →
0062 Mailing address (number and street, P.O. Box, etc.)	
0063 City, town, village, etc.	0064 State 0065 ZIP Code
occo city, town, vinage, etc.	State State Source
Remarks (Please use this space for any explanations that may be e	essential in understanding your reported data.)
30 CERTIFICATION - This report is substantially accurate and was	s prepared in accordance with the instructions.
Is the time period covered by this report a calendar year?	Month Year Month Year
	FROM TO
0078 ☐ Yes 0079 ☐ No - Enter time period covered →	0070
0072 Name of person to contact regarding this report 007	73 Title
Warne of person to contact regarding this report	0070 0071 0071 0071 0071 0071 0071 0071
	21
Aros sada Nimilan F.	Area sadal Musikari
Area code Number Extension	
Telephone	Fax
0074	0075
0076 Internet e-mail address	Date Month Day Year
	completed
	0069
Thonk you for completing your 2	002 Economia Conque form

Thank you for completing your 2002 Economic Census form.

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