

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Report materials, parts, and supplies purchased, transferred from other plants of your company, or withdrawn from inventory.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	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			
1	Shelled peanuts	111992 03 8	1000 lb					
2	White potatoes	111211 00 9	↑ short tons ↓					
3	Sweet corn, fresh or frozen	001900 41 4						
4	Other fresh vegetables	111000 25 3						
5	Fresh and dried fruits	001900 45 5						
6	Frozen fruits and vegetables (for further processing)	311411 05 2	1000 lb					
7	Field corn, whole grain	111500 01 7						
8	Popcorn, whole grain	111500 07 4						
9	Dried vegetables other than potatoes and corn	311423 09 9						
10	Wheat flour	311211 01 5	hundred-weight					
11	Corn flour	311211 27 0	↑ 1000 lb ↓					
12	Corn syrup	311221 01 4						
13	Corn grits, meal, and flakes	311211 17 1	hundred-weight					
14	Sugar in terms of sugar solids (cane and beet)	311310 03 1	short tons					

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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	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			
15	Other natural sweeteners, including dextrose, honey, molasses, blends of corn sweeteners and sugar (in terms of solids)	311000 03 8	1000 lb					
16	Artificial sweeteners (in terms of solids)	325100 57 6						
17	Prepared cake mixes	311000 09 5						
18	Other prepared mixes, including sweetgoods . . .	311000 11 1						
19	Green coffee	111300 09 1	hundred-weight					
20	Tea, raw	111300 11 7	1000 lb					
21	Concentrated fruit juices	311421 03 6	1000 gal					
22	Milk and milk products	311500 00 3						
23	Spices, raw	111000 27 9	1000 lb					
24	Fats and oils, all types (purchased as such)	311000 19 4						
25	Chocolate (compounds, cocoa, chocolate liquor, etc.)	311320 01 4						
26	Glass containers	327213 01 3						
27	Paperboard containers, boxes, and corrugated paperboard	322210 01 4						
28	Plastics wrappings, trays, carriers, etc., including preforms	001900 50 5						
29	Metal cans, can lids, and ends	332431 01 4						
30	Packaging paper and plastics film, coated and laminated	001900 A1 7						
31	Bags (plastics, foil, and coated paper)	001900 A3 3						
32	Bags (uncoated paper and multiwall)	322224 01 5						
33	Cost of all other materials and components, parts, containers, and supplies consumed (Specify the principal materials, etc., included in this value.) ↴	009700 99 8						
34	TOTAL (Should equal total reported in 16 , line A1)	771000 00 7						

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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.

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 000930 0000 8.

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 8931 1, and 000999 8916 2, "Resales."

Reference List - To aid you in locating the appropriate part of the report form applicable to your plant's operation(s), a summary of products and services is shown below.

Desserts - Report on lines 1 through 5.

Chips, sticks, curls, etc. - Report on lines 6 through 10.

Seeds - Report on line 92.

Sweetening syrups and molasses - Report on lines 12 through 13.

Baking powder and yeast - Report on lines 14 through 17.

Vinegar and cider - Report on lines 18 through 20.

Macaroni and noodle products - Report on lines 71 through 82.

Dry mix products - Report on lines 21 through 26.

Perishable prepared food - Report on lines 28 through 36.

Spices - Report on lines 37 through 41.

Peanut butter - Report on lines 46 through 47.

Mayonnaise, salad dressings, and other sandwich spreads - Report on lines 48 through 51.

Prepared sauces - Report on lines 52 through 53.

Other food preparations, nec - Report on lines 55 through 63.

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	Desserts (ready-to-mix)		1000 lb					
	Cornstarch base							
2	Consumer sizes (less than 1 pound)	311999 1111 1						
	Commercial sizes (1 pound or more)	311999 1121 0						
3	Gelatin base							
	Consumer sizes (less than 1 pound)	311999 1131 9						
4	Commercial sizes (1 pound or more)	311999 1141 8						
5	Other base (Specify kind.) ↴							
		311999 1151 7						

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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	Unit of measure for quantities	Products shipped and other receipts				
				Quantity	Value, f.o.b. plant			
					\$ Bil.	Mil.	Thou.	
0734		0730	0736	0732	0731			
	Chips, sticks, curls, etc. (bagged, packaged, or canned)		1000 lb					
6	Potato chips and sticks, plain and flavored . . .	311919 1100 2						
	Corn chips and related corn products							
7	Tortilla chips	311919 4111 6						
8	Other chips	311919 4221 3						
9	Curls and related products	311919 4331 0						
10	Other chips, sticks, etc. (bacon rinds; popcorn, except candied; and other similar snacks) (excluding crackers, pretzels, and nuts)	311919 7221 0						
11	Hard pretzels	311919 7111 3						
	Sweetening syrups and molasses			1000 lb (dry basis)				
12	Containing corn syrup	311999 4111 8						
13	Not containing corn syrup	311999 4121 7						
	Baking powder and yeast		1000 gal					
14	Baking powder	311999 7111 5						
15	Compressed yeast	311999 7121 4						
16	Active dry yeast	311999 7131 3						
17	Other yeast products (brewers', primary grown yeast, including torula; extracts and other yeast products)	311999 7141 2						
	Vinegar and cider		1000 lb					
18	Cider	311941 1111 3						
	Vinegar							
19	Fermented (Report equivalent to 40 grain.)	311941 1121 2						
20	Distilled (Report equivalent to 100 grain.)	311941 1131 1						
	Dry mix preparations (except macaroni and noodles)		1000 lb					
21	Dip mixes	311942 7111 5						
22	Salad dressing mixes	311942 7121 4						
23	Gravy and sauce mixes	311942 7241 0						

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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			
	Dry mix preparations (except macaroni and noodles) - Continued							
24	Seasoning mixes	311942 7131 3	1000 lb					
25	Frosting mixes	311942 7251 9						
26	Bouillon	311423 1121 1						
27	Frosting, canned, ready-to-spread (all varieties) . .	311422 A136 1						
	Perishable prepared foods sold in bulk or packages (not frozen or canned)							
28	Salads	311991 0111 9						
29	Sandwiches, made from bread	311991 0211 7						
30	Vegetables and potatoes, peeled or cut for the trade	311991 0311 5						
31	Tamales and other Mexican food specialties . .	311991 0411 3						
32	Prepared meals, including meat and poultry pies	311991 0511 0						
33	Tofu (bean curd)	311991 0521 9	1000 lb					
34	Pizza	311991 0611 8						
35	Other perishable prepared foods	311991 0F11 8						
36	Tortillas	311830 0100 2						
	Spices							
37	Table salt	311942 1111 1	short tons					
	Pepper, white and black							
38	Consumer sizes (less than 1 pound)	311942 1121 0	1000 lb					
39	Commercial sizes (1 pound or more)	311942 1131 9						
	Other spices							
40	Consumer sizes (less than 1 pound)	311942 1241 6						
41	Commercial sizes (1 pound or more)	311942 1351 3						

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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			
	Flavoring extracts, emulsions, and other liquid flavors							
	Natural or true							
42	Containers 8 oz or less	311942 4111 8	1000 gal					
43	Containers more than 8 oz	311942 4121 7						
44	Imitation	311942 4131 6						
45	Coffee extracts	311942 4141 5						
	Peanut butter							
46	Consumer sizes	311911 4111 3	1000 lb					
47	Commercial sizes and bulk	311911 4121 2						
	Mayonnaise, salad dressings, and sandwich spreads							
	Spoon-type dressing							
48	Salad dressing	311941 7111 7						
49	Mayonnaise	311941 7221 4						
50	Other spoon-type dressing (including sandwich spreads, refrigerated dressing, and all other semisolid type dressing)	311941 7331 1	1000 gal					
51	Pourable dressing	311941 7441 8						
	Prepared sauces (except tomato)							
52	Prepared mustard	311941 4111 0						
53	Other sauces (worcestershire, soy, meat, vegetable, seafood, etc.)	311941 4221 7						
54	Chocolate and chocolate-type confectionery products made from purchased chocolate and packaged for shipment (not retailed at manufacturing establishment)	311330 1100 2	1000 lb					
	Other food preparations, nec							
55	Canned puddings	311999 M101 0						
56	Coconut, sweetened, creamed, and toasted	311999 M111 9						
57	Blended honey (including churned)	311999 M121 8						
58	Chinese noodles	311999 M131 7	1000 lb					
59	Pectin (100 grade, dry basis)	311999 M141 6						
60	Unpopped popcorn in consumer packages	311999 M151 5						

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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		
	Other food preparations, nec - Continued		↑				
61	Cracker sandwiches, made from purchased crackers	311999 M161 4	1000 lb				
62	Marshmallow creme	311340 7231 8	↓				
63	Other food preparations, nec	311999 M171 3					
	Dried and dehydrated potatoes (purchased), mixed with other ingredients		↑				
64	Packaged with other purchased ingredients . .	311999 B111 0					
65	Packaged with dried and dehydrated ingredients made in the same establishment . .	311999 F111 6					
	Other dried and dehydrated products (purchased), except pasta and dehydrated dairy mixes						
66	Packaged with other purchased ingredients . .	311999 B131 8					
67	Packaged with dried and dehydrated ingredients made in the same establishment . .	311999 F131 4					
	Rice, mixed with other ingredients						
68	Purchased and mixed with other purchased ingredients	311999 B121 9					
69	Made in the same establishment and packaged with other purchased ingredients	311999 C100 2					
70	Purchased and packaged with dried and dehydrated ingredients made in the same establishment	311999 F121 5	1000 lb				
	Macaroni, spaghetti, vermicelli, and other macaroni products, not canned or frozen						
	Dry (less than 14 percent moisture)						
71	Purchased and packaged with other purchased ingredients	311999 A113 7					
72	Made in the same establishment and packaged with other purchased ingredients	311999 A115 2					
73	Purchased and packaged with other ingredients made in the same establishment	311999 A117 8					
	Fresh (14 percent or more moisture)						
74	Purchased and packaged with other purchased ingredients	311999 A123 6					
75	Made in the same establishment and packaged with other purchased ingredients	311999 A125 1					
76	Purchased and packaged with other ingredients made in the same establishment	311999 A127 7	↓				

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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			
	Noodle products of all shapes, sizes, and types (except Chinese), not canned or frozen		1000 lb					
	Dry (less than 14 percent moisture)							
77	Purchased and packaged with other purchased ingredients	311999 A133 5						
78	Made in the same establishment and packaged with other purchased ingredients	311999 A135 0						
79	Purchased and packaged with other ingredients made in the same establishment	311999 A137 6						
	Fresh (14 percent or more moisture)							
80	Purchased and packaged with other purchased ingredients	311999 A143 4						
81	Made in the same establishment and packaged with other purchased ingredients	311999 A145 9						
82	Purchased and packaged with other ingredients made in the same establishment	311999 A147 5						
	Nuts (salted, roasted, cooked, or blanched)							
	Mixed, including 4 varieties or more							
83	Sold in bulk	311911 1121 5						
84	Canned	311911 1251 0						
85	Other packaging	311911 1381 5						
	Peanuts, shipped separately							
86	Sold in bulk	311911 1111 6						
87	Canned	311911 1241 1						
88	Other packaging	311911 1371 6						
	Other nuts							
89	Shipped separately, or with 3 varieties or less, sold in bulk	311911 1131 4						
90	Canned separately, or with 3 varieties or less	311911 1261 9						
91	Packaged separately, or with 3 varieties or less	311911 1391 4						
92	Seeds (sunflower, pumpkin, etc.) salted, roasted, cooked, or blanched	311911 13A1 2						
	Liquid beverage bases		1000 gal					
	Not for use by soft drink bottlers							
93	Cocktail mix	311930 1111 6						
94	Other	311930 1121 5						

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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		
	Liquid beverage bases - Continued		↑ 1000 cases (192 oz case equiv) ↓				
	For use by soft drink bottlers						
95	Base concentrates with some juice content . . .	311930 4111 3					
96	Base syrups	311930 4131 1					
97	Other	311930 4121 2					
	For sale or trade to nonbottler distributors						
98	Base concentrates with some juice content . .	311930 4141 0					
99	Base syrups	311930 4161 8					
100	Other	311930 4151 9					
	Other flavoring agents (except chocolate syrups)			↑ 1000 gal ↓			
	Fountain, ice cream, and home beverage use						
101	Syrups (excluding liquid beverage bases, soft drinks in bulk, and chocolate syrups) . .	311930 7111 0					
	Fruit						
102	Crushed or whole	311930 7121 9					
103	Concentrated juice products (not frozen or hot pack)	311930 7141 7					
104	Food colorings, except synthetic	311930 7131 8					
	Eggs, except fresh		↑ 1000 lb ↓				
	Dried eggs						
105	Whites	311999 G111 5					
106	Yolks	311999 G121 4					
107	Whole	311999 G131 3					
108	Mixed	311999 G141 2					
	Frozen or liquid eggs						
109	Whites	311999 G151 1					
110	Yolks	311999 G161 0					
111	Whole	311999 G171 9					
112	Mixed	311999 G181 8					

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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			
	Flavoring powders, tablets, and paste, including dry mix cocktails							
113	Soft drink (effervescent and noneffervescent)	311999 J111 2						
114	Other	311999 J121 1						
	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.							
115		18						
116		26						
117		34						
118		42						
119		59						
120		67						
	Contract work Receipts for work done for others on their own materials. (Specify products worked on and kind of work.) ↘							
121		000930 0000 8						
122	Miscellaneous receipts, including receipts for repair work, sales of scrap and refuse, etc.	000999 8000 5						
	Resales Sale of green olives, bought and sold without further manufacture or processing, other than repackaging (The cost of such items should be reported in 15, line A2.)							
123		000999 8931 1						
	Other sales of products bought and sold without further manufacture, processing, or assembly (The cost of such items should be reported in 15, line A2.)							
124		000999 8916 2						
125	TOTAL (Should equal 4, 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"/>
1. Product design/engineering			
2. Order fulfillment			
0923 <input type="checkbox"/>	8072 <input type="checkbox"/>	0943 <input type="checkbox"/>	0963 <input type="checkbox"/>
a. 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. 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"/>
c. Warehousing of finished products			
0926 <input type="checkbox"/>	8075 <input type="checkbox"/>	0946 <input type="checkbox"/>	0966 <input type="checkbox"/>
d. 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"/>
e. 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"/>
f. 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"/>
g. Processing of returned merchandise			

B. During 2002 did this establishment:

- | | | |
|--|-----------------------------------|----------------------------------|
| 1. Manage inventory owned by this establishment AND held at this location? | 0936 <input type="checkbox"/> Yes | 0937 <input type="checkbox"/> No |
| 2. Manage inventory owned by this establishment BUT held at a customer's location? | 0956 <input type="checkbox"/> Yes | 0957 <input type="checkbox"/> No |
| 3. Manage inventory owned by another company BUT held at this location? | 0976 <input type="checkbox"/> Yes | 0977 <input type="checkbox"/> No |
| 4. Manage inventory owned by another company AND held somewhere other than at this location? | 0994 <input type="checkbox"/> Yes | 0995 <input type="checkbox"/> No |
| 5. Contract with another firm for any of your production using materials owned by this location? | 8041 <input type="checkbox"/> Yes | 8042 <input type="checkbox"/> No |
| 6. Send any partially completed products to a foreign facility for processing that were then returned to this establishment for completion? | 8044 <input type="checkbox"/> Yes | 8045 <input type="checkbox"/> No |
| 7. Manufacture products for a government to their specifications? | 8047 <input type="checkbox"/> Yes | 8048 <input type="checkbox"/> No |
| 8. Manufacture products for another business to their specifications? | 8016 <input type="checkbox"/> Yes | 8017 <input type="checkbox"/> No |
| 9. Manufacture products for a final retail customer to their specifications? | 8060 <input type="checkbox"/> Yes | 8062 <input type="checkbox"/> 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 In operation
- 0012 Under construction, development, or exploration
- 0013 Temporarily or seasonally inactive
- 0014 Ceased operation - Give date at right →
- 0015 Sold or leased to another operator - Give date at right AND enter new name and mailing address below ↴

0018	Month	Day	Year

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	Month	Year	TO	Month	Year
0070			0071		

0072 Name of person to contact regarding this report		0073 Title			

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

0076 Internet e-mail address			Date completed	Month	Day	Year
			0069			

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

31120199