

If not shown, please enter your 11-digit Census File Number from the address label on page 1

Census File Number

Item 17. CONSUMPTION OF SELECTED MATERIALS DURING 1997

INSTRUCTIONS

1. General – The materials, parts, and supplies listed below are those commonly consumed in the manufacture, processing, or assembly of the products listed in item 18B. 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 which are not listed, describe and report them in the "Cost of all other materials . . ." line 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 970099 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Report materials, parts, and supplies purchased, transferred from other plants of your company, or withdrawn from inventory.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.

2. 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.

3. 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 item 10, line e, 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.

4. 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 item 10, line b, not in item 17 below. The value of these products shipped by this establishment should be reported in item 18B under Census product code 99989 00 6, "Resales."

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)		
			(E)		
	(A)	(B)	574	Thou-	Dollars
			Millions	sands	
1	COATED PAPER Sheets	262123 3	\$		
2	Rolls	262124 1			
3	UNCOATED PAPER Sheets	262121 7			
4	Rolls	262122 5			
5	Printing inks	289301 4			
6	Paperboard containers, boxes, and corrugated paperboard	265001 8			
7	Purchased envelopes	267700 3			
8	Cost of all other materials and components, parts, containers, and supplies consumed <i>Describe the principal materials, etc., included in this value.</i>	970099 8			
9	TOTAL Sum of lines 1–8 should equal item 10, line a		\$		

Item 18A. TYPE OF OPERATION CONDUCTED AT THIS ESTABLISHMENT DURING 1997

Line No.	Item	Key	Mark (X) appropriate box	
			(A)	(B)
1	OPERATIONS PERFORMED Publishing only	401	431 7	<input type="checkbox"/>
2	Printing only	402	441 6	<input type="checkbox"/>
3	Both publishing and printing	403	451 5	<input type="checkbox"/>

Item 18B. PRODUCTS AND SERVICES OF THIS ESTABLISHMENT DURING 1997

INSTRUCTIONS

1. 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 item 18B. 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.

2. 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.

3. 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 product code 99989 00 6, "Resales."

4. Receipts of This Establishment – Report all appropriate items if your company was engaged in any publishing, printing, or printing and publishing operations during 1997. Publishing activities with or without printing facilities are included in the scope of this Census.

5. Special Instructions for Seasonal Cards and Stationery

(a) Line 6 – Seasonal cards should include those cards sold at a specific time of the year, not year-round; e.g., Halloween cards, graduation cards, and Father's Day cards.

(b) Lines 7 and 15 – Report packaged thank-you cards, invitations, and wedding and social announcements as stationery on line 15.

Line No.	Products and services (A)		Census product code (B)	Products shipped and other receipts		
				Value, f.o.b. plant (E)		
			581	584	Thou-	Dollars
1	Greeting Cards, Publishers' Sales (27711) (See instructions)	CHRISTMAS CARDS Counter cards	27711 13 4	\$		
2		Packaged cards (including boxed cards)	27711 15 9			
3		Valentine cards	27711 23 3			
4		Mother's Day cards	27711 26 6			
5		Easter cards	27711 27 4			
6		Seasonal cards other than Christmas, Valentine, Easter, and Mother's Day	27711 29 0			
7		Everyday cards	27711 34 0			
8	GREETING CARDS PRINTED FOR PUBLICATION BY OTHERS (27712)	Lithographic printing	27712 01 7			
9		Gravure printing	27712 03 3			
10		Screen printing	27712 05 8			
11		Flexographic printing	27712 07 4			
12		Letterpress printing	27712 09 0			
13		Other printing	27712 11 6			
14	STATIONERY (26781)	Boxed stationery and portfolios	26781 11 2			
15		Wedding and social announcements, paper, cards, and envelopes	26781 13 8			
16		All other, including packaged paper and envelopes, noncommercial	26781 21 1			
17	Calendars		2741B 15 4			
18	Gift Wrap Paper (26792) (Report laminations to foil on line 21)	RETAIL COUNTER ITEMS (All types and basic weights) (Including plain, printed, decorated, and coated papers) Rolls	26792 82 0			
19		Folds	26792 91 1			
20		Other paper gift wrapping (including counter rolls and flat sheets for stores' own use, and paper gift wrap materials shipped to other manufacturers for further processing in preparing a complete put-up package)	26792 96 0			
21	Aluminum foil gift wrap (laminated) (Report unmounted foil gift wrap on lines 33-38)		34972 41 4			

CONTINUE WITH ITEM 18B ON PAGE 7

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Item 18B. PRODUCTS AND SERVICES OF THIS ESTABLISHMENT DURING 1997 – Continued

Line No.	Products and services (A)		Census product code (B)	Products shipped and other receipts		
				Value, f.o.b. plant (E)		
			581	584	Millions	Thou- sands
22	Albums and scrapbooks, including photograph, stamp, and all other bound books used for storage, excluding looseleaf		27824 41 6	\$		
23	Diaries, time planners/organizers, and appointment books, including refills, excluding looseleaf		27824 51 5			
24	Looseleaf Binders (Including those used for time planners/organizers, appointment books, photo albums, scrap books, etc.)	3-RING				
		Stock (cataloged)	27825 01 7			
25		Custom, including decorated	27825 03 3			
26		Other than 3-ring	27825 11 6			
27	Fine crepe paper, excluding creped wadding		26795 98 9			
28	Party and holiday goods and accessories made of paper and/or paperboard		26795 21 1			
29	Pressed plates, dishes, spoons, and similar products (made from paperboard)		26563 10 6			
30	Candles (including tapers) made in this establishment		39994 00 9			
31	NONWOVEN RIBBONS FOR GIFT TYINGS	Christmas gift tyings	22972 03 8			
32		Other gift tyings	22972 05 3			
33	ALL OTHER PRODUCTS MADE IN THIS ESTABLISHMENT	<i>Describe and report separately each product with a sales value of \$50,000 or more which cannot be assigned to one of the lines above. For all remaining products, write "Other" and report a single total value.</i>	18			
34			26			
35			34			
36			42			
37			59			
38			67			
39	CONTRACT WORK	Receipts for work done for others on their own materials <i>Describe below products worked on and kind of work.</i>	93000 00 8			
40	MISCELLANEOUS RECEIPTS	Sales of scrap and refuse	99980 13 8			
41		Other miscellaneous receipts (including receipts for repair work, etc.)	99980 98 9			
42	RESALES	Sales of products bought and sold without further manufacture, processing, or assembly in this establishment. The cost of such items should be reported in item 10, line b.	99989 00 6			
43	TOTAL value of shipments and other receipts Sum of lines 1–42, column (E)		77000 00 8	\$		

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Items 19-21 – Not applicable to this report

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

Item 22. CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.

Name of person to contact regarding this report (<i>Print or type</i>)				Telephone	Area code	Number	Extension
667	1			2			
Name of company				Address (<i>Number and street, city, State, ZIP Code</i>)			
Period covered	FROM: Month	Day	Year	TO: Month	Day	Year	
	666	1		2			
Signature of authorized person			Title			Date	