

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Report materials, parts, and supplies purchased, transferred from other plants of your company, or withdrawn from inventory.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

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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	Recovered paper, all types	001900 05 9						
2	Paper and paperboard, excluding boxes and containers	322100 05 8	short tons					
3	Plastics products consumed in the form of sheets, rods, tubes, and other shapes	326100 13 8						
4	Coated or laminated fabrics, including vinyl coated	313320 07 9						
5	Glues and adhesives	325520 03 9	1000 lb					
6	Printing ink (complete formulations)	325910 03 2						
7	Paperboard containers, boxes, and corrugated paperboard	322210 01 4						
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 8						
9	TOTAL (Should equal total reported in 15 , line A1)	771000 00 7						

17-21 Not Applicable.

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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

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 8900 6, "Resales."

Special Reporting Instructions and Definitions -

STATIONERY - Stationery reported on lines 11, 12, and 13 should be noncommercial (i.e., packaged for retail sale). Commercial paper (wrapped ream paper) should be reported on line 18.

ENVELOPES - Report all commercial envelopes, regardless of type or material on lines 7, 8, 9, and 10. Report noncommercial envelopes on line 13.

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 14 and 15.

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 16. Report blank books on line 35.

LOOSELEAF FILLER - Sheets of plain or ruled paper, with holes for insertion in a binder (excluding commercial forms). Report looseleaf fillers on line 17.

WRAPPED REAM PAPER - Any paper which is paper-wrapped in reams of 500 or 1,000 sheets, except looseleaf binders (report on line 17), sensitized photographic and sensitized photocopy paper (report this in the "All other products" on lines 41-46), and paper for facsimile machines (report on line 6). Report wrapped ream paper on line 18.

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			
	Die-cut paper and paperboard office supplies (Report die-cutting done on a contract basis (for others on their materials) on line 47.)		↑ 1000 units ↓					
	File folders, all types and materials							
1	Hanging file folders	322231 1111 6						
2	Expanding file folders, including wallets . .	322231 1121 5						
3	Other file folders, including file jackets and file pockets	322231 1231 2						
4	Other paper and paperboard office supplies (index, guide, and tabulating cards (including guide cards for file folders), presentation and report covers (except looseleaf), etc.)	322231 1391 4						

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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		
5	Paper supplies for business machines and other miscellaneous unprinted paper office supplies, nec Paper rolls for adding and other business machines, except rolls for facsimile and photocopy machines	322231 3111 4					
6	Other unprinted paper supplies, including photocopy, laser, safety, facsimile, teletype, etc. (excluding sensitized paper) <i>(Specify kind.)</i> ↘	322231 3191 6					
7	Envelopes, commercial (all types and materials) <i>(Report noncommercial envelopes on line 13.)</i> Clasp and string-and-button types, including mailing	322232 0111 5	1000 units ↑ ↓				
8	Mailing envelopes, except clasp and string-and-button types White or colored mailing envelopes	322232 0121 4					
9	Kraft mailing envelopes	322232 0131 3					
10	All other commercial envelopes, including padded shipping envelopes	322232 0141 2					
11	Stationery <i>(Report customized stationery products on 41, 42, 43, 44, 45, and 46.)</i> Boxed stationery and portfolios	322233 1111 2					
12	Wedding and social announcements, paper, cards, and envelopes	322233 1121 1					
13	All other stationery, including packaged paper and envelopes, noncommercial <i>(Report commercial envelopes on lines 7 through 10.)</i>	322233 1131 0					
14	Tablets, pads, and related products <i>(See special instructions.)</i> Tablets and pads 8 1/2" X 11" and 8 1/2" X 14", except columnar	322233 3111 0					
15	All other tablets and pads, including columnar <i>(Specify kind.)</i> ↘	322233 3221 7					
16	Notebooks, bound with wire (except columnar), staples, thread, and/or plastics (including composition, memo, and stenographic books but 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	Unit of measure for quantities	Products shipped and other receipts			
				Quantity	Value, f.o.b. plant		
					\$ Bil.	Mil.	Thou.
0734		0730	0736	0732	0731		
	Tablets, pads, and related products (<i>See special instructions.</i>) - Continued						
17	Looseleaf fillers, school and commercial types	322233 3441 1					
18	Wrapped ream paper (exclude looseleaf fillers, photographic and photocopy paper, and paper for facsimile machines)	322233 3551 7					
19	Other, tablets, pads and related products, nec (<i>Specify kind.</i>) ↴						
		322233 3691 1					
20	Molded pulp goods, including egg cartons, florist pots, food trays, etc.	322299 1100 6					
21	Other converted paper and paperboard products Party and holiday goods and accessories (including novelties, displays, decorations (except crepe paper), party hats, etc.)	322299 3111 1					
22	Cellulose insulation	322299 3221 8					
23	Doilies, placemats, and tray doilies (or tray covers)	322299 3231 7					
24	Folders and mounts; all types (except file folders)	322299 3241 6					
25	Paper filters, including coffee	322299 3351 3					
26	Paper wrapping products, nec (including creped wadding and crepe paper, but excluding fine crepe paper)	322299 3361 2					
27	Die-cut paper and paperboard products except office supplies (including fillers and flats for egg cases (except molded pulp), bottle caps, closures and lids, and unprinted cards) (<i>Report die-cutting done on a contract basis (for others on their materials) on line 47.</i>)	322299 3471 9					
28	Other miscellaneous paper and paperboard products including industrial paper and paperboard products, nec; e.g., fine crepe paper (excluding creped wrapping); unprinted tags, tickets, and labels; cigarette paper books; paper draperies and table skirts; shelf paper (printed and unprinted); etc. (<i>Specify kind.</i>) ↴						
		322299 3591 4					
29	Miscellaneous fabricated products, made primarily of fabric	314999 8481 8					
30	Fiber cores and tubes	322214 3221 7	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		
31	Pressure-sensitive products (except printed labels) <i>(Specify kind.)</i> ↴	322222 5YWW 8					
32	Pasted, lined, laminated, or surface-coated paperboard	322226 0100 0	short tons				
33	Commercial lithographic printing, nsk	323110 WYWW 4					
34	Manifold business form printing, nsk <i>(Specify kind.)</i> ↴	323116 WYWW 1					
35	Blankbook making, except checkbooks, nsk	323118 1YVV 1					
36	Looseleaf binders, devices, indexes, and sheet protectors	323118 3YVV 9					
37	Other commercial printing, nsk <i>(Specify kind.)</i> ↴	323119 WYWW 5					
38	All other plastics products, nsk <i>(Specify kind.)</i> ↴	326199 WYWW 4					
39	Fabricated metal products, nec, nsk <i>(Specify kind.)</i> ↴	332999 WYWW 9					
40	Inked ribbons, nsk	339944 1YVV 2					
41	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					
42		26					
43		34					
44		42					
45		59					
46		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			
47	Contract work - Receipts for work done for others on their materials (<i>Specify products worked on and kind of work.</i>) 7	000930 0000 8						
48	Miscellaneous receipts Sales of scrap and refuse	000999 8013 8						
49	Other miscellaneous receipts (including receipts for repair work, etc.)	000999 8098 9						
50	Resales - Sales of products bought and sold without further manufacture, processing, or assembly (The cost of such items should be reported in 15 , line A2.)	000999 8900 6						
51	TOTAL (<i>Should equal 4, line A</i>)	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.

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