

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Report materials, parts, and supplies purchased, transferred from other plants of your company, or withdrawn from inventory.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		
1	Coated paper	322000 15 9			
2	Uncoated paper	322120 19 7			
3	Carbonless paper (paper which, when assembled in manifold style and inscribed on the first part, will produce copies on the original sheet, or on other parts, without the use of interleaved carbons)	322120 21 3			
4	Carbonizing tissue stock for conversion into one-time carbon paper	322120 23 9			
5	One-time carbon paper	339944 00 1			
6	Pressure-sensitive base stock, self-adhesive, including paper, film, foil, etc.	322222 00 1			
7	Printing ink	325910 03 2			

CONTINUE WITH **16** ON PAGE 9

32302085

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		
8	Paperboard containers, boxes, and corrugated paperboard	322210 01 4			
9	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			
10	TOTAL (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 -

Stock - Standardized products usually manufactured in large quantities and carried in inventory, delivered to end user without customer specified printing and/or other manufacturing features.

Custom - Manufactured to customers' specifications.

Label/Form Combination - Any form that incorporates a label into its construction.

Unit Set Forms, Loose or Bound - All carbonless, carbonized, or carbon interleaved forms with an original and one or more copies, with or without stub.

Tabulating Card Set - Any combination of one or more cards assembled and joined with any number of sheets, with or without carbon, held together by a common perforated stub, not in continuous style.

Manifold Book - A bound set of forms intended for manual writing with hand-inserted, reusable carbon.

Pegboard Accounting System - A board with a row or rows of pins and associated pegboard forms that fit onto the board.

Continuous Forms - Single or multiple copy forms, with or without carbon, manufactured from a continuous web and not cut into units prior to execution; ziz-zag folded (flat pack) or nonfolded (roll).

Jumbo Roll-Feed Forms - Continuous forms intended for use in high-speed nonimpact printers. The forms go to the end user in a roll.

CONTINUE WITH 22 ON PAGE 10

32302093

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

Self-Mailer Form - A continuous form integrated into a continuous envelope, manufactured so that the outside address and inside product can be printed simultaneously.

Peel-Back Mailer - A self-mailer form manufactured so that the recipient can remove the stub and peel away the face of the envelope to reveal the message.

Insert Mailer - A self-mailer form incorporating an inserted message and an envelope in one unit. The insert can be removed by opening one side of the envelope and snapping apart the materials.

Custom Continuous Form With Product Affixed - A continuous form with a plastics or paper card, envelope, letterhead, or any other item affixed to it.

Preprinted Cut Sheets - Single ply, noncontinuous sheets of paper formatted for the collection and/or dissemination of information. These should be reported under the appropriate categories in 22.

Commercial Printing - The list of printed products is categorized by kind of printing press used. Report receipts for any commercial printing done in this establishment in the section following manifold business forms, beginning on line 24.

Photocopying - Report receipts on line 65.

Blueprinting - Report receipts on line 66.

Print Brokering - Report receipts on line 67.

Line No.	Products and services	Census product code	Products shipped and other receipts		
			Value, f.o.b. plant		
			\$ Bil.	Mil.	Thou.
	0734	0730	0731		
1	Checkbooks (including inserts and refills, but excluding those in continuous form and die-cut)	323116 9100 3			
2	Manifold business forms Unit set forms, loose or bound Label/form combinations	323116 1111 8			
3	Stock, including imprinted One-time carbon	323116 1121 7			
4	Carbonless	323116 1126 6			
5	Custom printed One-time carbon	323116 1231 4			
6	Carbonless	323116 1336 1			
7	All other unit set forms, nec (not elsewhere classified) (including tabulating card sets)	323116 1991 3			
8	Manifold books and pegboard accounting systems Pegboard accounting systems	323116 3111 6			
9	Sales and other manifold books	323116 3116 5			
10	Custom continuous forms Label/form combinations	323116 5111 4			
11	Jumbo roll-feed forms	323116 5116 3			

CONTINUE WITH 22 ON PAGE 11

32302101

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			
	Manifold business forms - Continued					
	Custom continuous forms - Continued					
	Self-mailer forms					
12	Peel-back mailers	323116 5121 3				
13	Insert mailers	323116 5126 2				
14	Other	323116 5131 2				
	All other custom continuous forms					
	One-part					
15	With product affixed	323116 5236 9				
16	Other	323116 5241 9				
	Multiple-part					
17	One-time carbon	323116 5346 6				
18	Carbonless	323116 5451 4				
	Stock continuous forms					
19	Label/form combinations	323116 7111 2				
20	Jumbo roll-feed forms	323116 7116 1				
	All other stock continuous forms					
21	One-part	323116 7121 1				
	Multiple-part					
22	One-time carbon	323116 7126 0				
23	Carbonless	323116 7131 0				
	Commercial printing, excluding checkbook and manifold business form printing					
24	Quick printing	323114 0100 7				
25	Digital printing	323115 0100 4				
	Lithographic (offset) printing					
	Printed labels, custom and stock (including bordered) <i>(Report unprinted labels on lines 59 through 64.)</i>					
26	Pressure-sensitive (self-adhesive) labels, made of paper	323110 3121 8				
27	All other printed labels	323110 3YVV 6				

CONTINUE WITH **22** ON PAGE 12

CONTINUE ON PAGE 12

32302119

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		
	Commercial printing, excluding checkbook and manifold business form printing - Continued				
	Lithographic (offset) printing - Continued				
	Financial and legal printing (<i>Report checkbooks and refills on line 1.</i>)				
	Bank printing (including deposit slips, counter checks, business checks, imprinting on bank checks, etc., excluding checkbooks)				
28	Sheet-fed	323110 7141 2			
29	Web-fed	323110 7143 8			
	Bank form printing (including passbooks, debit and credit slips, ledger and statement sheets, installment-loan coupons, etc. (excluding checkbooks)	323110 7151 1			
30					
31	Other financial and legal printing	323110 7YVW 2			
32	Advertising printing	323110 9YVW 0			
	Other general job printing				
	Business forms, nec (not elsewhere classified) (excluding blankbooks and looseleaf forms)				
33	Sheet-fed	323110 B166 4			
34	Web-fed	323110 B168 0			
35	All other general commercial lithographic (offset) printing (including customized stationery and business cards)	323110 BYVW 7			
	Flexographic printing				
	Printed labels, custom and stock (including bordered) (<i>Report unprinted labels on lines 59 through 64.</i>)				
	Pressure-sensitive (self-adhesive) labels, made of paper				
36	Flat	323112 1321 2			
37	Rolls	323112 1426 9			
38	All other printed labels	323112 1YVW 4			
39	Financial and legal printing (<i>Report checkbooks and refills on line 1.</i>)	323112 3321 0			
40	Advertising printing	323112 3YVW 2			
41	All other general commercial flexographic printing (including customized stationery and business cards)	323112 3392 1			

CONTINUE WITH **22** ON PAGE 13

32302127

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		
	Commercial printing, excluding checkbook and manifold business form printing - Continued				
	Letterpress printing				
	Printed labels, custom and stock (including bordered) (Report unprinted labels on lines 59 through 64.)				
42	Pressure-sensitive (self-adhesive) labels, made of paper	323119 3117 7			
43	All other printed labels	323119 3YWW 7			
44	Financial and legal printing (Report checkbooks and refills on line 1.)	323119 C122 7			
45	Advertising printing	323119 9YWW 1			
	Other general job printing				
46	Business forms, nec (not elsewhere classified) (excluding blankbooks and looseleaf forms)	323119 C229 0			
47	All other general commercial letterpress printing (including customized stationery and business cards)	323119 CYWW 7			
	Gravure printing				
48	Labels (all types) and printed rolls and sheets for packaging	323111 3YWW 4			
49	Advertising printing	323111 7YWW 0			
50	All other general commercial gravure printing	323111 WYWW 2			
51	Engraving (printing) (including security, social, and commercial) (Report metal nameplate engraving on line 55.)	323119 EYWW 5			
52	Screen printing (including printing on apparel and other fabric articles)	323113 WYWW 8			
	All other commercial printing other than lithographic (offset), gravure, flexographic, screen, quick, digital, letterpress, and engraving printing (Report receipts for photocopying, blueprinting, and print brokering on lines 65 through 67.) (Specify printing process.) ↴				
53		323119 J100 6			
54	Die-cut paper and board office supplies	322231 1YWW 3			
55	Etching and engraving metal nameplates	332812 0111 2			
56	Mechanical hand-stamps and self-inkers, including date, time, and numbering stamps, and metal and rubber wheel-band goods	339943 0211 6			
57	Miscellaneous binding and postpress work, including collating, perforating, folding, gluing, die-cutting, gold or foil stamping, etc.	323121 7100 5			
58	Looseleaf binders, devices, and forms, including binders and refills for time planners, organizers, appointment books, photo albums, scrapbooks, etc.	323118 3YWW 9			

CONTINUE WITH 22 ON PAGE 14

32302135

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			
	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>					
59		18				
60		26				
61		34				
62		42				
63		59				
64		67				
	Miscellaneous receipts					
65	Receipts for photocopying	000973 3400 7				
66	Receipts for blueprinting services	000973 3401 5				
67	Receipts for services as print broker	000973 8900 1				
68	Sales of scrap and refuse	000999 8013 8				
69	Other miscellaneous receipts (including receipts for repair work, etc.) . .	000999 8098 9				
70	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				
71	TOTAL (Should equal 4 , line A)	770000 0000 8				

23-27 Not Applicable.



32302143

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

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 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



32302150

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 <input type="checkbox"/> Yes	0079 <input type="checkbox"/> No - Enter time period covered →	FROM	Month	Year	TO	Month		
		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.

32302168