



2007 ECONOMIC CENSUS

Paper and Paper Products

FORM
WH-42401 (12/07/2006)

OMB No. 0607-0929: Approval Expires 12/31/2008

DUE DATE
FEBRUARY 12, 2008

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

WH-42401

**INFORMATION COPY
DO NOT USE TO REPORT**

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

Need help or have questions about filling out this form?

Visit www.census.gov/econhelp

Call 1-800-233-6136, between 8:00 a.m. and 6:00 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.

(Please correct any errors in this mailing address.)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the U.S. Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

- Use blue or black ballpoint pen.
 - Please center numbers in their respective boxes.
 - Do not use pencil or felt-tip pen.
 - Do not put slashes through 0 or 7.
 - Place an "X" inside the box.
- Examples: 0 1 2 3 4 5 6 7 8 9

The reporting unit for this form is an establishment. An **establishment** is generally a single physical location where business is conducted or where services or industrial operations are performed. For further clarification, see information sheet(s).

1 EMPLOYER IDENTIFICATION NUMBER
Is the Employer Identification Number (EIN) shown in the mailing address the same as the one used for this establishment on its latest 2007 Internal Revenue Service Form 941, Employer's Quarterly Federal Tax Return?

0021 Yes - Go to **2** 0022 No - Enter current EIN (9 digits) → 0025 -

2 PHYSICAL LOCATION
A. Is this establishment's physical location the same as shown in the mailing address? (P.O. Box and rural route addresses are not physical locations.)

0031 Yes - Go to line B

0032 No - Enter physical location →

0035 Number and street			
0036 City, town, village, etc.		0037 State	0038 ZIP Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

B. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.? (Mark "X" only ONE box.)

0041 Yes 0042 No 0043 No legal boundaries 0044 Do not know

C. In what type of municipality is this establishment physically located? (Mark "X" only ONE box.)

0046 City, village, or borough 0047 Town or township 0048 Other 0024 Do not know

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3 OPERATIONAL STATUS

Which ONE of the following best describes this establishment's operational status at the end of 2007?
(Mark "X" only ONE box.)

0011 In operation 0013 Temporarily or seasonally inactive

0014 Ceased operation - Give date at right _____ →

Month	Day	Year

0015 Sold or leased to another operator - Give date at right _____ →

Month	Day	Year

AND enter name and address of new owner or operator and Employer Identification Number (EIN) below ↴

0060 Name of new owner or operator	0061 EIN (9 digits)
	-

0062 Mailing address (Number and street, P.O. Box, etc.)

0063 City, town, village, etc.	0064 State	0065 ZIP Code
		-

0016 Other - Specify _____ → 0815 _____

4 MONTHS IN OPERATION

Mark "X" if None 2007 Number

Number of months in operation during 2007 (If none, mark "X" and go to 50.) 0002

HOW TO REPORT DOLLAR FIGURES

Dollar figures should be **rounded to thousands** of dollars.

If a figure is **\$1,025,628.79:**

If a value is "0" (or less than \$500.00):

Report →

Report →

Mark "X" if None

2007			
\$ Bil.	Mil.	Thou.	Dol.
	1 0 2 6		

5 SALES, SHIPMENTS, RECEIPTS, OR REVENUE

A. Sales and operating receipts (Include the gross selling value of business conducted for others. Include shipping and handling charges. Exclude sales taxes and Hawaii's General Excise Tax.) 0100

B. Did this establishment earn commissions for the sale of merchandise?

1121 Yes - Go to line C

1122 No - Go to line E

C. Gross selling value of business conducted on a commission basis (Include on line A.) 1123

D. Commissions received on transactions reported on line C 1124

E. Is this the only establishment of this firm?

0907 Yes - Go to line G

0908 No - Go to line F

F. Percent of products sold by this establishment manufactured or mined in the United States by **your company** or its subsidiaries. 1125

G. Did e-commerce account for more than 50% of this establishment's sales and/or operating receipts as reported on line A?

0308 Yes

0309 No

Mark "X" if None

2007			
\$ Bil.	Mil.	Thou.	Dol.

Mark "X" if None

2007 Percent

42401026

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

6 Not Applicable.

7 EMPLOYMENT AND PAYROLL

Include:

- Full- and part-time employees working at this establishment whose payroll was reported on Internal Revenue Service Form 941, Employer's Quarterly Federal Tax Return, and filed under the Employer Identification Number (EIN) shown in the mailing address or corrected in **1**.

Exclude:

- Temporary staffing obtained from a staffing service.
- Contractors, subcontractors, or independent contractors.
- Full- or part-time leased employees whose payroll was filed under an employee leasing company's EIN.
- Purchased or managed services, such as janitorial, guard, or landscape services.
- Professional or technical services purchased from another firm, such as software consulting, computer programming, engineering, or accounting services.

For further clarification, see information sheet(s).

Mark "X" if None

2007			
Number			

A. Number of employees for pay period including March 12 0320

Mark "X" if None

2007			
\$ Bil.	Mil.	Thou.	Dol.

B. Payroll before deductions (Exclude employer's cost for fringe benefits.)

1. Annual payroll 0300

2. First quarter payroll (January-March, 2007) 0310

8 Not Applicable.

9 VALUE OF INVENTORIES

A. Did this establishment own inventories, regardless of where held, at the end of 2007 and/or 2006?

0486 Yes - Go to line B

0487 No - Go to **16**

B. Report inventories for products owned by this establishment as of December 31.

1. Total inventories before Last-in, First-out (LIFO) adjustment (if any) 0460

2. LIFO reserve (if any) 0466

3. Total inventories after LIFO adjustment (Line B1 minus line B2) 0468

Mark "X" if None

End of 2007			
\$ Bil.	Mil.	Thou.	Dol.

Mark "X" if None

End of 2006			
\$ Bil.	Mil.	Thou.	Dol.

42401034



10 INVENTORIES BY VALUATION METHOD

Report how much of the inventory reported in 9, line B1 for 2007 is subject to the following valuation methods.

Mark "X" if None

2007			
\$ Bil.	Mil.	Thou.	Dol.

A. LIFO valuation method before adjustment 0244

B. First-in, First-out (FIFO) 0491

C. Average cost 0492

D. Standard cost 0493

E. Other valuation method - Specify method ↴

0895 0494

F. **TOTAL** (Add lines A through E. Total should equal 9, line B1.) 0490

11-15 Not Applicable.

16 SELECTED EXPENSES

Mark "X" if None

2007			
\$ Bil.	Mil.	Thou.	Dol.

A. Operating expenses (Include payroll. Exclude cost of goods sold and interest expense.) 0140

B. Purchases of merchandise for resale, net of returns, allowances, and trade and cash discounts (Include amounts allowed for trade-ins.) 1160

C. For the value reported on line B, were any of these goods ordered over an Internet, Extranet, Electronic Data Interchange (EDI) network, electronic mail, or other online system?

0441 Yes

0442 No

0443 Do not know

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

17 and 18 Not Applicable.

19 A. KIND OF BUSINESS

Which ONE of the following best describes this establishment's principal kind of business in 2007?
(Mark "X" only ONE box.)

- 0700 424 110 00 1 Printing and writing paper
- 424 120 00 4 Stationery, office supplies, and greeting cards, including business forms
- 424 130 00 1 Paper and plastic products
- 423 850 20 2 Janitorial equipment and supplies
- 424 920 00 1 Books, periodicals, newspapers, and other printed materials
- 423 840 40 1 Industrial containers and supplies
- 423 840 60 1 Other industrial supplies
- 424 990 10 1 Art goods, souvenirs, and novelties
- 424 610 00 1 Plastics materials and basic shapes and forms
- 423 420 00 1 Office equipment, excluding furniture
- 423 210 20 1 Office and business furniture, including church pews and school desks
- 423 130 00 1 Tires and tubes
- 423 830 30 2 General-purpose industrial machinery
- 423 430 11 1 Computers and peripheral equipment sold for resale
- 423 430 12 1 Computers and peripheral equipment sold for end use
- 771 000 00 1 Other kind of business - *Specify*

0701

19 B. TYPE OF OPERATION

Which ONE of the following best describes this establishment's principal type of operation in 2007?
(Mark "X" only ONE box.)

Merchant wholesaler, buying and selling on own account

- 0600 12 Importer
- 13 Exporter
- 11 Merchant wholesale distributor or jobber
- 14 Own-brand importer and marketer
- 20 **Manufacturers' sales branch or office**

Agent, broker, or commission merchant

- 41 Auction company
- 42 Broker, representing buyers and sellers

CONTINUE WITH 19 ON PAGE 6

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19 B. TYPE OF OPERATION - Continued

Agent, broker, or commission merchant - Continued

- 0600 43 Commission merchant
- 44 Import agent
- 45 Export agent
- 46 Manufacturers' agent
- 49 **Electronic market - business-to-business marketplace that facilitates the sale of goods via the Internet or other electronic means, and operates on a commission or fee basis**
- 77 **Other broker or agent - Specify ↴**

0601

20 CLASS OF CUSTOMER

A. As a general business practice, did this establishment sell to household consumers and individual users in 2007?

- 0251 Yes
- 0252 No

B. Were 75% or more of this establishment's sales to retailers/wholesalers for resale in 2007?

- 0256 Yes
- 0257 No

C. Did this establishment require proof of business or professional license from new customers in 2007?

- 0276 Yes
- 0277 No

CONTINUE WITH **20** ON PAGE 7

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HOW TO REPORT PERCENTS		2007				
		Estimates are acceptable. Report dollars OR percents.				
		\$ Bil.	Mil.	Thou.	Dol.	Percent
If figure is 38.76% of total sales:		Report whole percents			3 9	

22 DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE
 (Report sales for each product line sold by this establishment, either as a dollar figure or as a whole percent of total sales reported in 5, line A. Include the value of merchandise marketed under capital, finance, or full payout leases, and rental receipts derived from merchandise under operating leases. See HOW TO REPORT DOLLAR FIGURES on page 2 and HOW TO REPORT PERCENTS above. Do not combine data for two or more lines.)

Description of sales, shipments, receipts, or revenue	Cen- sus use	2007				
		Estimates are acceptable. Report dollars OR percents.				
		\$ Bil.	Mil.	Thou.	Dol.	Percent
0723	0720	0721				0722
1. Office paper, office supplies, greeting cards, and labels						
a. Business forms	13311					
b. Office and consumer paper, including stationery	13312					
c. Inked ribbons, pens, and pencils	13313					
d. Toner and toner cartridges	13314					
e. Greeting cards	13315					
f. Other office supplies, including envelopes, ruled forms, and labels	13316					
g. Sum lines 1a through 1f	13300					
2. Printing and writing paper						
a. Newsprint	13211					
b. Fine roll paper	13212					
c. Other printing and writing paper, including paper used in brochures, catalogs, and direct mail	13213					
d. Sum lines 2a through 2c	13200					
3. Paper and plastic products						
a. Cardboard boxes	13411					
b. Paper dishes, cups, and napkins	13412					
c. Industrial paper and plastic, including wrapping, bags, and cartons	13413					
d. Disposable plastic boxes, containers, cups, dishes, and supplies	13414					
e. Other paper and plastic products	13415					
f. Sum lines 3a through 3e	13400					
4. Office equipment, excluding computers						
a. Typewriters	10911					
b. Calculators	10912					

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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

Description of sales, shipments, receipts, or revenue	Census use	2007				
		Estimates are acceptable. Report dollars OR percents.				
		\$ Bil.	Mil.	Thou.	Dol.	Percent
0723	0720	0721				0722
4. Office equipment, excluding computers - Continued						
c. Copiers and copier parts and equipment	10913					
d. Dictating, transcribing, and recording machines	10914					
e. Mailing, letter handling, and addressing machines	10915					
f. Sum lines 4a through 4e	10900					
5. New computer equipment						
a. Computers	10921					
b. Computer storage devices	10922					
c. Computer printers	10923					
d. Other computer peripheral equipment	10924					
e. Sum lines 5a through 5d	10920					
6. Packaged computer software, including game software and cartridges	10950					
7. Restaurant and hotel equipment and supplies	10960					
8. Store machines and equipment	10970					
9. Office and business furniture	10420					
10. General-purpose industrial machinery, equipment, and parts	12320					
11. Abrasives, strapping, tape, ink, and mechanical rubber goods	12460					
12. Industrial containers and supplies	12450					
13. Chemicals and allied products, excluding agricultural chemicals, plastics, industrial and natural gases, liquefied petroleum (LP), and petroleum	15330					
14. Plastics materials and basic shapes	15300					
15. Art goods, including novelties and souvenirs	16120					
16. Toys and hobby goods and supplies	12800					
17. Religious and school supplies	11040					
18. Books, periodicals, newspapers, and other printed materials	16100					
19. Janitorial equipment and supplies	12520					
20. Pharmaceuticals, pharmaceutical supplies, cosmetics, and toiletries, including veterinarians' medicines	13500					

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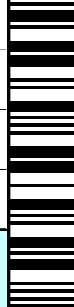


CONTINUE WITH **22** ON PAGE 10

CONTINUE ON PAGE 10

22 DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE - Continued						
Description of sales, shipments, receipts, or revenue	Cen- sus use	2007				
		Estimates are acceptable. Report dollars OR percents.				
		\$ Bil.	Mil.	Thou.	Dol.	Percent
0723	0720	0721				0722
21. Grocery specialties, including pasta and pet food	14880					
22. Photographic equipment and supplies	10800					
23. Electrical appliances, including audio and video equipment						
a. Televisions	11511					
b. Radios, stereos, tape players, and CD players	11512					
c. VCRs, video cameras, digital video disc (DVD) players, and electronic DVD-based game consoles	11513					
d. Other electric appliances	11518					
e. Sum lines 23a through 23d	11500					
24. Advertising specialties	19730					
25. Miscellaneous commodities - <i>Specify</i> ↴						
a. _____	19811					
b. _____	19812					
c. _____	19813					
26. Receipts for service contracts	19720					
27. Rental and operating lease receipts	19940					
28. Service receipts and labor charges, including installed parts						
a. Labor charges for repair work	19701					
b. Parts installed in repair work	19702					
c. Other service receipts and labor charges - <i>Specify</i> ↴						
_____	19703					
d. Sum lines 28a through 28c	19700					
29. Receipts for printing or photocopying performed at this establishment	19970					
30. TOTAL (Should equal 5, line A if reporting in dollars.)	19990					1 0 0
23 Not Applicable.						

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

24 SHIPPING AND HANDLING

A. Did this establishment have any receipts from customers for shipping and handling of merchandise in 2007?

0981 Yes - Go to line B

0982 No - Go to **26**

2007			
Estimates are acceptable			
\$ Bil.	Mil.	Thou.	DoI.

B. Receipts of this establishment from customers for shipping and handling of merchandise. 0985

C. Are receipts for shipping and handling included in sales and receipts (reported in **5**, line A)?

0988 Yes

0989 No

25 Not Applicable.

26 SPECIAL INQUIRIES

A. EMPLOYMENT BY PRIMARY FUNCTION

(List the number of employees reported in **7**, line A, by the employee's primary function.)

- 1. Selling 1131
- 2. Sales support - including office, clerical, warehousing, customer service, maintenance employees, and drivers 1132
- 3. General support of other establishments in your company - including central administrative, accounting, research, and other support employees 1133
- 4. Packaging 1135
- 5. Production - including employees who manufacture products from raw materials or semi-finished products (Report 'knockdown' assembly employees on line 6 below.) 1136
- 6. 'Knockdown' assembly - assembling prefabricated components designed for a single application or reassembly of completed products 1134
- 7. Other - Specify **7**
 0837 1137
- 8. **TOTAL** (Add lines 1 through 7. Total should equal **7**, line A.) 1138

Census use	2007			
	Paid employees			
1131				
1132				
1133				
1135				
1136				
1134				
1137				
1138				

B. PERCENT OF DROP SHIPPED SALES

Percentage of sales (reported in **5**, line A) that were drop shipped and did not enter this establishment 1111

2007	
Whole percent of sales and receipts	
	%

CONTINUE WITH **26** ON PAGE 12

42401117

26 SPECIAL INQUIRIES - Continued

C. OTHER ESTABLISHMENT ACTIVITIES

1. Did this establishment design, engineer, or formulate the manufactured products that it sold, produced, or shipped?

0318 Yes

0319 No

2. Which of the following best describes this establishment's primary activity? (Mark "X" only ONE box.)

0362 Providing contract manufacturing services for others

0363 Transforming raw materials or components into new products that this establishment owns or controls

0364 Reselling goods manufactured by others (with or without minor final assembly)

0365 Other - Specify ↴

0366

3. Did this establishment purchase contract manufacturing services from other companies or other establishments of your company to process materials or components that this establishment owns or controls?

0496 Yes, primarily with establishments WITHIN the 50 States and the District of Columbia

0497 Yes, primarily with establishments OUTSIDE of the 50 States and the District of Columbia

0498 No

27-29 Not Applicable.

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?

Yes

No - Enter time period covered →

FROM	Month	Year	TO	Month	Year
	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

Name of person to contact regarding this report

Title

Telephone	Area code	Number		Extension	Fax	Area code	Number	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

Internet e-mail address

Date completed

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Thank you for completing your 2007 ECONOMIC CENSUS form.

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

42401125

