

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Report materials, parts, and supplies purchased, transferred from other plants of your company, or withdrawn from inventory.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	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	Lumber and wood products, excluding furniture	321000 01 0			
2	Paperboard containers, boxes, and corrugated paperboard	322210 01 4			
	Chemicals and allied products				
3	Pigments, lakes, and toners; organic and inorganic	325130 05 2			
4	Other chemicals and allied products	325000 59 4			
5	Plastics products consumed in the form of sheets, rods, tubes, film, and other shapes	326100 13 8			
6	Fabricated metal products, including forgings	332000 05 8			

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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	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		
7	Parts for pens and mechanical pencils	339941 00 7			
8	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			
9	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 **22**. 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."

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	Pens Ballpoint pens Refillable ballpoint pens	339941 1101 2			
2	Nonrefillable ballpoint pens	339941 1206 9			
3	Roller pens	339941 1311 7			

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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				
4	Markers						
	Fine-point markers (thin-line writing pens)	339941 3101 0					
5	Broad-tipped markers (thick-line coloring pens and markers)	339941 3206 7					
6	Other pens, mechanical pencils, and parts for pens, markers, and mechanical pencils						
	Mechanical pencils, including clutch-action and twist-action mechanical pencils	339941 5101 8					
7	Refill cartridges for pens and markers	339941 5113 3					
8	Other pens and parts for pens, markers, and mechanical pencils, including desk sets, fountain pens, pen points, and renewal parts (<i>Report refill sticks for mechanical pencils on line 10.</i>)	339941 5116 6					
9	Nonmechanical (wood-cased) pencils, chalk, and crayons						
	Nonmechanical (wood-cased) black graphite pencils	339942 1101 0					
10	Other nonmechanical (wood-cased) pencils and graphite and colored sticks, including colored and indelible nonmechanical pencils and refill sticks for mechanical pencils sold separately	339942 1106 9					
11	Chalk and crayons, including tailors' chalk, excluding artists' chalk and crayons	339942 1211 7					
12	Blackboards	339942 1316 4					
13	Artists' equipment and art materials						
	Artists' brushes and hair pencils, excluding artists' airbrushes	339994 5226 2					
14	Drawing and India ink	325998 H1U1 0					
15	Other artists' equipment, including airbrushes, children's school art equipment, drawing tables and boards, palettes, sketch boxes, pantographs, and pyrography goods, excluding artists' chalk and crayons and drafting tables and boards	339942 3101 8					
16	Other art materials, including artists' chalk and crayons, modeling clay and other modeling material, tempera colors, fingerpaint, block printing ink, and watercolors	339942 3206 5					
17	Pencil sharpeners and staplers						
	Nonelectric pencil sharpeners and nonelectric staplers	339942 7111 3					
18	Electric pencil sharpeners and electric staplers	339942 7121 2					

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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			
19	Hand stamps and other marking devices Plastics and rubber stamps Plastics and rubber dies, hand stamps, and typeholders	339943 0101 9				
20	Plastics and rubber permanently inked stamps, excluding print dies	339943 0106 8				
21	Mechanical hand stamps, self-inkers, including daters, time and numbering stamps, and metal and rubber wheel-band goods	339943 0211 6				
22	Metal hand stamps, steel incising and embossing dies, letter and figure stamps, type and type holders, steel embossing and incising numbering heads, and nonferrous types and dies	339943 0321 3				
23	Other marking devices, including branding irons, embossing seals, figures, letters, numerals, stamp pads, and stencils	339943 0331 2				
24	Other nonelectric office machines, including nonelectric gummed tape moisteners, paper cutters and trimmers, perforators, punches, scalers for gummed tape, and staple removers	333313 E111 5				
25	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				
26		26				
27		34				
28		42				
29		59				
30		67				
31	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				
32	Miscellaneous receipts (including receipts for repair work, scrap, refuse, etc.)	000999 8000 5				
33	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				
34	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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