

## DS-2021I, Part 4

### INSTRUCTIONS FOR COMPLETING THE EMBASSY OR CONSULATE STORE REPORT

This form, combined with the DS-2020, Part 1-3, constitutes a completed Retail Price Schedule. The Office of Allowances uses this report to determine the Post (cost-of-living) Allowance. If your post or location does not have an embassy store, submit only DS-2020, Part 1-3.

- a. If there has been a previous survey, use it as a guide in preparing this report.
- b. Report the prices of goods and services available at the embassy, consulate, or employee association store.
- c. Follow item specifications listed below and on the form..
- d. Report prices in U.S. Dollars; prices should be inclusive of transportation costs.
- e. Use the comment of space provided to describe brand, quality, origin or other pertinent details and for clarification of any issues relating to the item or service.
- f. Substitute items are items bought if the typical item is not available. Report both.
- g. Leave blank items not carried in the store. However, if previously reported, annotate in comments why there is no price.
- h. The majority of the subcategory items are by weight, volume, or as specified.

### SPECIFICATIONS

Name of Embassy or  
Consulate Facility

Name of the store.

Survey Date

Date prices were collected.

### SUBCATEGORY ITEM

### SPECIFICATIONS

#### BEEF

Report by weight - not  
pieces or package

The specified meat cuts are those common to most parts of the world.  
These meat cuts may be either **fresh or uncooked frozen**.

It is important that the same types of meat cuts be priced in  
subsequent reports.

#### PORK

Report by weight - not  
pieces or package

The comments on beef apply to pork.

**Exclude** smoked, cured, cooked, or canned products.

#### LAMB

Report by weight - not  
pieces or package

Identify and report prices for **fresh or uncooked frozen** cuts of lamb  
as specified.

<p><b>CHICKEN</b> Report by weight - not pieces or package</p>	<p>Report <b>fresh or uncooked frozen parts</b> (<i>dressed</i>) from broilers, fryers, roasters, or hens.</p>
<p><b>FISH, Fresh</b> Report by weight - not pieces or packages</p>	<p>Identify and report prices for the types of fresh filet or frozen fish filet, describe type, and report brand, if applicable.</p> <p><b>Exclude</b> lobster, shrimp, prawns, clams, and other shellfish.</p>
<p><b>FISH, Canned</b></p>	<p>Identify and report prices of types and sizes such as tuna and salmon.</p> <p><b>Exclude</b> sardines, shrimp, prawns, clams, and other shellfish.</p>
<p><b>EGGS</b> Report dozen</p>	<p>Specify size (<i>i.e., jumbo, large, medium, small</i>) and price eggs per dozen (about 24 oz.).</p>
<p><b>ICE CREAM</b></p>	<p>Price ice cream most frequently purchased by volume. Price by liter or quart (<i>or nearest equivalent</i>) and specify size.</p>
<p><b>CHEESE</b></p>	<p>Report only natural, firm-to-hard cheese (<i>i.e., Cheddar, Edam, Gouda, Mozzarella, Provolone, Romano, Swiss</i>).</p>
<p><b>MILK, Fresh</b></p>	<p>Identify and price types and sizes by volume. When fresh milk is unavailable, report price of UHT or long-life milk. Explain need for this product in the comments section.</p> <p>Carefully identify any necessary substitutes.</p>
<p><b>BREAD, White</b></p>	<p>Report <b>weight</b> of sliced white loaf bread.</p> <p><b>Exclude</b> hot dog, hamburger, and dinner rolls.</p>
<p><b>FLOUR, General purpose</b></p>	<p>Report package sizes of general purpose flour.</p> <p><b>Exclude</b> small packages and special types.</p>
<p><b>CEREAL, Breakfast ready to eat</b></p>	<p>Identify and report type and size of dry, ready-to-eat breakfast cereals most frequently purchased.</p>
<p><b>RICE, Regular</b></p>	<p>Identify and report type and <b>volume</b> of regular rice.</p> <p><b>Exclude</b> pre-cooked types (<i>i.e., instant or minute</i>).</p>
<p><b>PASTA, Uncooked</b></p>	<p>Identify and price type and <b>volume</b> of processed but uncooked pasta commonly purchased (<i>i.e., spaghetti, macaroni, linguini, etc.</i>).</p> <p><b>Exclude</b> macaroni/cheese and Hamburger Helper, etc.</p>
<p><b>TEA, Bags</b></p>	<p>Report and identify brands, package sizes, and common types (<i>regular or decaffeinated</i>). Report by bag.</p> <p><b>Exclude</b> loose tea, special blends, herb teas, and instant tea mixes.</p>

<b>COFFEE, Ground and Instant</b>	Report and identify brands, package or can sizes, and common types ( <i>regular or decaffeinated</i> ) of coffee.  <b>Exclude</b> specialty, flavored, or spiced coffees
<b>SOFT DRINKS, Carbonated</b>	Report sizes and types of soft drink ( <i>i.e. liter, milliliter, quart, fluid ounces, etc.</i> ). The quantity reported should correspond to the price listed.
<b>BOTTLED DRINKING WATER</b>	Report non-carbonated bottled water.
<b>CANDY, Chocolate Bar (plain)</b>	Report only plain chocolate candy bar without nuts or other fillers. If not imported to store, report regular baker's chocolate used for cooking.
<b>SUGAR, Granulated</b>	Report and identify package sizes of granulated sugar only. <b>Exclude</b> brown, powered, cube, lump, and single-packet types.
<b>BABY FOOD, Non meats</b>	Report only strained vegetables or fruit in the sizes commonly purchased.  <b>Exclude</b> pure meats, dry cereals, and specialty items.
<b>COOKING OIL</b>	Price and identify brands and sizes of cooking oil.
<b>PEANUT BUTTER</b>	Report smooth peanut butter by weight. Use standard packing of 18oz or nearest equivalent.  <b>Exclude</b> brands with nuts (crunchy style).
<b>WINE, Table</b>	Report and identify brands and bottle sizes ( <i>i.e., liter, milliliter, quart, fluid ounces, etc.</i> ) of reasonably priced imported table wines.
<b>WHISKEY, Bourbon, Scotch, Rye and blends</b>	Report and identify non-premium brands and bottle sizes ( <i>e.g., liter, milliliter, quart, fluid ounces, etc.</i> ) of bourbon, scotch, rye, and blends. <b>Exclude</b> all premium whiskeys ( <i>i.e., 12 year-old types</i> ) and products whose price is affected by a special or unusual container.
<b>BEER</b>	Report brand and size of container for each price level. If the item is sold by case, then indicate the size of the containers in the description column (e.g., 12-oz. cans).  Report any bottle deposit separately.
<b>CIGARETTES</b>	Report and identify, by brands, cartons of cigarettes ( <i>10 packs/20 cigarettes</i> )  Specify if size is other than 200 cigarettes and if the brand is a local manufacture or import.

<b>FRUITS, Fresh</b>	Report the price of imported fruits by <b>weight</b> . Identify them in the "brand and description" column.
<b>VEGETABLES, Fresh</b>	<p>Include vegetables available at time of survey. Report by <b>weight</b>.</p> <p>When vegetables are sold by "each", "bunch", etc., weigh the item or carefully estimate the weight. In addition, describe the approximate size of the item or bunch.</p>
<b>FRUITS, Canned</b>	<p>Report prices for smaller size cans only when the 1304 g (46 oz.) cans are not available.</p> <p>If canned juice is not imported but boxes juice is, report one liter or larger containers.</p>
<b>FRUIT JUICES, Canned</b>	<p>Use 822-879 g (29-31 oz.) size or the nearest equivalent. Prices reported must correspond to the reported weights.</p> <p>Substitute and identify local varieties only when types specified are not available.</p>
<b>VEGETABLES, Canned</b>	<p>Use 425-482 g (15-17 oz.) size or the nearest equivalent. Prices reported must correspond to the reported weights.</p> <p>Substitute and identify local varieties only when types specified are not available.</p>
<b>VEGETABLES, Frozen</b>	<p>Use 284 g (10 oz.) package or the nearest equivalent. Prices reported must correspond to the reported weights.</p> <p>Substitute and identify local varieties only when types specified are not available.</p>
<b>TOOTHPASTE</b>	<p>Report types most often purchased for normal tooth care. <b>Use 198 gr. (7 oz.) size or the nearest equivalent size.</b> If the weight is not listed on the tube, estimate and report the length and diameter of a tube.</p> <p><b>Exclude</b> special sensitive types and denture cleaners.</p>
<b>RAZOR BLADES</b>	<p>Include twin blades, disposable razors, and/or cartridges. Identify the type and number of blades in each package size reported.</p> <p>Use package of 5-10 stainless steel twin blades or the nearest equivalent.</p>
<b>SANITARY NAPKINS</b>	<p>Price and identify the brands and types most commonly purchased.</p> <p>Use box of 24 or the nearest equivalent.</p>
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<b>SHAMPOO</b>	<p>Price and identify types and brands most frequently used by U.S. Nationals.</p> <p>Use 450 g (16 oz.) size or the nearest equivalent.</p>
<b>DIAPERS, Disposable</b>	<p>Use package of 48 or price and specify the package count of the nearest equivalent.</p> <p><b>Exclude</b> diapers for children over age 2.</p>
<b>LAUNDRY DETERGENT, Liquid and/or Powdered</b>	<p>Report brands and identify weights and sizes of liquid and/or powdered laundry detergent purchased for household laundry only.</p> <p><b>Exclude</b> fabric softeners, liquid hand wash cleaners, and special purpose products.</p>
<b>PAIN RELIEVER COMPOUND</b>	<p>List the cost of a typical pain reliever, 100 tabs, 325 mg strength.</p>
<b>MUSIC CD</b>	<p>Report the cost of a typical American music CD (<i>single, no sets</i>)</p>
<b>DVD MOVIE</b>	<p>Report the cost of an America movie (<i>single, no sets</i>) on DVD (<i>non High-Definition</i>).</p>
<b>FILM PROCESSING</b>	<p>Price processing for 24 exposures, 35mm color prints. If film "mailers" require postage, report this extra cost separately. Specify if rolls are other than 24 exposures.</p>
<b>CAMERA FILM</b>	<p>Price film for 24 exposures, 35mm color prints. Specify if rolls are other than 24 exposures.</p>
<b>PAPERBACK BOOK</b>	<p>Report prices for <b>paperback</b> books of approximately 4x7 inches, 300-500 pages. List representative titles and approximate number of pages of books priced.</p> <p><b>Exclude</b> special editions and those not really pocket size. If possible, report cost of English language paperbacks.</p>

**NEWSPAPER,  
Daily**

Report "newsstand" prices for single copies of the most popular weekday papers available locally. Specify newspaper titles and languages.

Exclude weekend editions.

**NEWS MAGAZINE,  
Weekly**

Report "newsstand" prices for single copies of the most frequently purchased weekly news magazines. Report titles and languages of magazines.

Exclude magazines which are not general news types.

**FOOD AWAY**

List the cost of food sold in the employee or post restaurant

Breakfast: list the typical breakfast priced.

Lunch: list the side order costs if not included with the entree.

Dinner: list side order costs if not included with the entree.