M3UFO-L1
(03-13-2017)

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

A Message from the Director, U.S. Census Bureau:

We are requesting your cooperation with the **2016 Manufacturers' Unfilled Orders Survey**. This survey collects data on sales and unfilled orders for 2016 and 2015 from domestic manufacturing companies. The data collected will be used in the development of estimates of monthly unfilled orders in the Manufacturers' Shipments, Inventories, and Orders (M3) survey.

Please report company sales and unfilled orders for your total domestic manufacturing activities as printed on your form. The list of manufacturing activities to assist you in identifying the industry codes as defined by the 2012 North American Industry Classification System (NAICS) is also included.

Use the enclosed form as a worksheet prior to reporting online, following the steps below, or return the completed form in the enclosed envelope. Online reporting is encouraged due to cost savings and reduced processing times.

Website: https://portal.census.gov
Authentication Code: Refer to form
Due Date: May 24, 2017

1. **Sign in** OR **register** at the website above.
2. **Add** your authentication code.
3. **Report** by clicking on "REPORT NOW." You can return to your account over multiple sessions to complete.

YOUR RESPONSE IS REQUIRED BY LAW and will be kept strictly **CONFIDENTIAL**. We estimate the time to complete this survey varies from 15 minutes for single divisional companies to 60 minutes for multi-divisional companies, with an average of 30 minutes. Additional information about the authority, confidentiality, and burden of this data collection can be found on the back of this letter.

For assistance with completing this survey, please sign into your Census Bureau account or call us at 301-763-1779, Monday through Friday, 7:00 a.m. to 5:00 p.m. Eastern time.

Thank you in advance for your time and cooperation, and for helping the U.S. Census Bureau measure America's people, places, and economy. Your response makes a difference.

Sincerely,

John H. Thompson
Director
U.S. Census Bureau

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OMB Number

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0561 and appears at the upper right of the survey form. Without this approval, we could not conduct this survey.

Authority and Confidentiality

Title 13 United States Code, Sections 131 and 182, authorizes this collection. Sections 224 and 225 require your response. The U.S. Census Bureau is required by Section 9 of the same law to keep your information confidential and can use your responses only to produce statistics. The Census Bureau is not permitted to publicly release your responses in a way that could identify your business, organization, or institution. Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.

Burden Estimate Statement

We estimate the time to complete this survey varies from 15 minutes for single divisional companies to 60 minutes for multi-divisional companies, with an average of 30 minutes, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

EID Survey Comments 0607-0561
U.S. Census Bureau
4600 Silver Hill Road
Room EID-7K071
Washington, DC 20233

You may email comments to eid.m3.qs@census.gov. Be sure to use “EID Survey Comments 0607-0561” as the subject.