



FROM THE U.S. CENSUS BUREAU

Data compiled in the U.S. Census Bureau's Annual Retail Trade Report are part of the official statistics used to measure economic performance in the United States. We have enclosed your 2009 Annual Retail Trade Report form and ask that you complete and **return the report by the due date shown on the front of the form**. Your participation is required by law (Title 13, United States Code), and your timely response will help minimize costly follow-up with your company.

To make reporting easier, we will accept estimates when book figures are not available. We encourage your to report online on our secure Web site. The Web address, your username, and password are on the forms, beneath the address label. In lieu of reporting online, you may fax the enclosed forms using the toll-free number 1-800-447-4613, or if you prefer to use standard mail, postage-paid envelopes are provided so that you can return each form as soon as it is completed.

Your report is completely confidential under Title 13, United States Code, and is seen only by persons sworn to uphold the confidentiality of Census Bureau information. Your information is used only to develop summary data that do not reveal the individual activities of your company. Under the same law, information cannot be used for taxation, regulation or investigation.

You may visit our Web site for answers to **Frequently Asked Questions** at **<http://www.census.gov/econhelp/arts>**

If you need additional reporting help, call us toll-free at 1-800-772-7851 weekdays between 8:30 a.m. and 5:00 p.m., Eastern time. When calling or writing, please refer to the Annual Retail Trade Report and the identification number in the upper left-hand corner of the address section.

Sincerely,

Mark E. Wallace
Chief, Service Sector Statistics Division
Enclosures