



SECOND REQUEST

FROM THE U.S. CENSUS BUREAU

Last month, we sent you an Annual Retail Trade Report form. Our records show we have not yet received your completed form. **You may disregard this notice if you have recently mailed your report.**

We are writing again to stress the importance of your firm's response to our report. It is only through the cooperation of every business in our sample that the results are accurate and truly representative.

Enclosed is an additional copy of the report form for your convenience. We request that you **complete the report within the next three business days.** If you wish to report online using our secure Web site, your username and password as well as the Web site address are located on the form above Item 1. You may also fax this form toll-free to 1(800)447-4613.

We realize that providing this information may be a burden for your company. Consequently, we have only requested company data that are readily available in your books. To make complying to this federal requirement easier, we will accept estimates when book figures are not available.

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 Census Bureau. Title 13 also assures **your 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 a respondent's files are immune from legal process.

Should you have any questions regarding this report, 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 name of the survey and the identification number in the upper left corner of the address section. You also may access our Web site at **<http://www.census.gov/econhelp/arts>** for information about electronic reporting and answers to frequently asked questions.

Thank you for your cooperation in this important program. Our programs cannot be successful without the assistance of firms like yours.

Sincerely,

MARK E. WALLACE
Chief, Service Sector Statistics Division

Enclosures

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Helping You Make Informed Decisions

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