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

SECOND REQUEST

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

Several weeks ago we asked you to complete a mandatory 2013 Annual Services Report. This report was due by March 4, 2014. Our records show that we have not received your completed report. **If you have already submitted your report, then you may disregard this notice.**

The information that you provide enables the Census Bureau to develop reliable and timely measures of current economic conditions. Many businesses, like your business, use the survey results to conduct market research, investment analysis, and planning activities. To view prior year Service Annual Survey results, visit **census.gov/services.**

Your timely response will help minimize costly follow-up efforts with your company. To make reporting easier, we will accept estimates when book figures are not available. The Web address to complete this report electronically is **econhelp.census.gov/sas.**

Your Username and Password are:

Username: **Password:**

Your response is required by law (Title 13, United States Code, Sections 182, 224, and 225). **Your Census report is completely confidential** under Title 13. It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. Published summary statistics will not identify individual firms. Under the same law, information that you report cannot be used for taxation, regulation, or investigation and are exempt from release under the Freedom of Information Act. Further, copies of your response retained in your files are immune from legal process.

If you have any questions or concerns about completing this report, please visit us online at **econhelp.census.gov/sas**. While there, please use the "Online Services" option to print off a sample form to assist you with compiling your data, request a time extension, or verify your filing status. For additional information, please refer to the enclosed flyer or visit our website at **bhs.econ.census.gov/bhs/sas/contactus.html**.

Thank you for your cooperation with this important program.

Enclosure

United States Census Bureau
Economic Statistics