



The Bureau of Labor Statistics will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law.

This report is authorized by law 29 U.S.C.2. Your voluntary cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

Form Approved  
O.M.B. No. 1220-0008  
Disclosure Statement located on Form 1810-A.

SU ID:

Item Num:

## **SIC 2761 – MANIFOLD BUSINESS FORMS**

### **PRODUCT CHECKLIST**

**-PAGES 2-4**

### **DEFINITIONS**

**-PAGES 5-6**

### **INDUSTRY DEFINITION**

This industry is made up of establishments primarily engaged in designing and printing, by any process, special forms for use in the operation of a business, in single and multiple sets, including carbonized or interleaved with carbon or otherwise processed for multiple reproduction. It also includes establishments engaged in the manufacture of manifold books, including pegboard accounting systems. Business forms or aids that do not contain their own method of reproduction are excluded from the Manifold Business Forms industry.

The following products are included in SIC 2761:

Autographic register forms	Fanfold forms
Business forms, manifold (stock)	Sales books
Computer forms, manifold or continuous	Strip forms
Continuous forms, office and business: carbonized or multiple reproduction	Tabulating card set forms (business forms)
	Unit set forms (manifold business forms)

### **NORTH AMERICAN INDUSTRIAL CLASSIFICATION SYSTEM (NAICS)**

#### **323116 Manifold Business Form Printing**

This US industry comprises establishments that are primarily engaged in the printing of special forms, including checkbooks, for use in the operation of a business. The forms may be in single and multiple sets, including carbonized, interleaved with carbon, or otherwise processed for multiple reproduction.

#### **EXCLUDED FROM THIS INDUSTRY ARE THE FOLLOWING:**

Commercial Printing, Lithographic (SIC 2752)	Carbon Paper and Inked Ribbons (SIC 3955)
Commercial Printing, Gravure (SIC 2754)	(includes carbon paper, spirit or gelatin and other stencil paper, and inked carbon ribbon for business machines)
Commercial Printing, N.E.C. (SIC 2759)	

### **SPECIAL INSTRUCTIONS**

It is especially important to distinguish between those establishments whose plurality of revenue comes from other types of commercial printing and those establishments whose plurality of revenue comes from the manufacture or printing of manifold business forms. Data collection within SIC's 2752, 2754, and 2759 indicates that establishments sampled in those industries may actually belong in SIC 2761. It is reasonable to expect that some establishments sampled in SIC 2761 may belong in the commercial printing industries. Take checklists for SIC's 2752, 2754, and 2759 with you to the interview, since these SIC's are similar to SIC 2761.

CHECKLIST CODE: D2761

CHECKLIST TITLE: MANIFOLD BUSINESS FORMS

**01 PRODUCT**

**UNIT SET FORMS**

- 001 Unit set form and label combination
- 002 Stock unit set form with one-time carbon
- 003 Stock unit set form, carbonless
- 004 Custom unit set form with one-time carbon
- 005 Custom unit set form, carbonless
- 006 Other unit set form

007 Tabulating card set

**MANIFOLD BOOKS/ACCOUNTING SYSTEMS**

- 008 Pegboard accounting system
- 009 Sales book
- 010 Other manifold book/accounting system

**CUSTOM CONTINUOUS FORMS**

- 011 Custom continuous form and label combination
- 012 Jumbo roll-feed custom continuous form
- 013 Custom continuous self-mailer form, peel back
- 014 Custom continuous self-mailer form, insert
- 015 Other custom continuous self-mailer form

- 016 One part custom continuous form with product affixed
- 017 Other one part custom continuous form

- 018 Multiple part custom continuous form with one-time carbon
- 019 Multiple part custom continuous form, carbonless
- 020 Other custom continuous form

**STOCK CONTINUOUS FORMS**

- 021 Stock continuous form and label combination
- 022 Jumbo roll-feed stock continuous form
- 023 One part stock continuous form
- 024 Multiple part stock continuous form with one-time carbon
- 025 Multiple part stock continuous form, carbonless
- 026 Other stock continuous form

027 Other manifold business form, n.e.c.

**02 TYPE OF PRODUCTION**

- 001 Primary product
- 002 Resale

**03 ITEM / PRODUCTION DETAILS**

**ITEM IDENTIFICATION**

001 Job/order number

002 Customer name/ID

003 Other item ID

**TYPE OF ORDER**

- 004 Original order
- 005 Reorder

**CONSTRUCTION**

**BUSINESS FORMS**

- 006 Loose construction
- 007 Bound construction
- 008 Single stub construction
- 009 Double stub construction
- 010 Other business form construction

**TABULATING CARDS**

- 011 Medial strip construction
- 012 Slide voucher construction
- 013 Top voucher construction
- 014 Bottom voucher construction
- 015 Other tabulating card construction

**PAPER**

016 Basis weight

lb.

**PAPER SIZE**

- 017 8 1/2" X 11" paper
- 018 17" X 22" paper
- 019 Other paper size

paper

**GLUING**

- 020 One-side gluing
- 021 Two-side gluing
- 022 Line gluing
- 023 Spot gluing
- 024 Cold gluing
- 025 Reusable gluing (remoistenable)
- 026 Multi-link construction gluing
- 027 Extra singles
- 028 Tipping
- 029 Open-end gluing
- 030 Glued carbon extraction margin

03 ITEM / PRODUCTION DETAILS CON'T

- 031 Drop gluing
- 032 Other gluing

- 
- 033 Roll change required
  - 034 Color sequence
- 
- 
- 
- 

04 OTHER PRODUCT DETAILS

PRIMARY INK

- 001 Black ink only
  - 002 Other color(s)
- 

SPECIAL INKS (Specify Color)

- 003 Strike-in
- 

- 004 Over print
- 

- 005 Magnetic print
- 

- 006 Sensitizing ink
  - 007 Desensitizing ink
  - 008 Marginal words
- 

- 009 Back printing
- 

- 010 OCR ink
  - 011 Read ink
  - 012 Non-read ink
  - 013 Other special ink
- 

FASTENING

- 014 Crimped
  - 015 Stapled
  - 016 Sewed
  - 017 Special proprietary fastening
  - 018 Other fastening
- 

TRANSFER TAPE

- 019 Permanent adhesive transfer tape
  - 020 Removable adhesive transfer tape
  - 021 Other transfer tape
- 

PRINTING PROCESS

- 022 Flexographic printing process
  - 023 Gravure printing process
  - 024 Letterpress printing process
  - 025 Offset (lithographic) printing process
  - 026 Rotogravure printing process
  - 027 Screen printing process
  - 028 Other printing process,
- 

CARBON

- 029 Weight
- 

carbon weight

- 030 Medium grade carbon
  - 031 Other grade carbon
- 

grade

- 032 Black carbon
  - 033 Other color carbon
- 

carbon

SPECIAL CARBON

- 034 Carbon compatible with chemical carbonless paper
  - 035 Double faced carbon
  - 036 Non-bleed carbon
  - 037 Non-freeze carbon
  - 038 Non-processed carbon
  - 039 OCR carbon
  - 040 One-time carbon
  - 041 Reusable carbon
  - 042 Other special carbon,
- 

CARBON FEATURES

- 043 Die cut carbon
  - 044 Extra carbon within set
  - 045 Elimination of carbon on face or back
  - 046 Exposed carbon on face or back
  - 047 Other carbon features
- 
-

**CHECKLIST CODE:** D2761

**CHECKLIST TITLE:** MANIFOLD BUSINESS FORMS

**05 OTHER FEATURES**

**COMMENTS**

001 \_\_\_\_\_  
\_\_\_\_\_  
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## DEFINITIONS

**AUTOGRAPHIC REGISTER** – A device used to produce a sales receipt and duplicate on a continuous roll of paper. A compartment is provided in the register for storing the duplicate.

**BACK PRINTING** – Printing on the reverse side of sheet or part. It is normally screened in gray ink so that the print on the back will not show through to the front. Also known as “Backer”, “reverse printing”, and “side printing”.

**BUSINESS FORM** – (1) Any material which has been printed or otherwise especially prepared in a predetermined format for the primary purpose of facilitating the entry of variable information. Such written information may be hand or machine entered. Blank paper may be included, especially if it is continuous and has undergone some manufacturing operation, such as punching or perforation. (2) More specifically, a document bearing instructions with repetitive information printed in fixed positions to save writing and reference time.

**CAMERA-READY COPY** – Artwork, type, rules, etc. ready to be photographed for reproduction without further alteration.

**CARBON PAPER** – A tissue coated with pigment for the purpose of transferring an image under impact or pressure.

**CARBON-INTERLEAVED FORM** – Any continuous or unit set containing carbon for image transfer.

**CARBONIZED PAPER** – Paper part of a form to which a carbon coating has been directly applied to the back side. It is used in specialized instances to effect good write-through at low cost.

**CARBONLESS PAPER** – Any paper stock coated, manufactured or treated to provide part-to-part imaging without use of carbon interleaves or carbon-type coating.

**COLLATE** – To assemble the various parts of a form set in a prescribed order.

**COMPOSITION** – Assembly of camera-ready art (type rules and other form components, such as screens, logos, etc.) to be used in the production of the form.

**CONSTANT DATA** – Preprinted information on a form which does not change.

**CONTINUOUS FORM** – Form manufactured from a continuous web of paper which is not cut into units prior to execution. In terms of materials, a continuous form may be carbon interleaved, non-carbon interleaved, or carbonless.

**CONTINUOUS SELF-MAILER** – Specialized continuous forms product incorporating both the insert and envelope in one unit for simultaneous writing and subsequent mailing.

**CRIMP** – Temporary form fastening consisting of tiny fingers of paper normally cut through at the margins of all parts being fastened.

**CROSS WEB PERFORATION** – On continuous forms, perforations cut at right angles to the paper web direction, normally those defining the individual form; also known as “between set perforations”.

**CUSTOM FORM** – Form manufactured to client order in all respects, versus a stock form imprint.

**DESENSITIZE** – To coat the surface of a carbonless paper or duplicating master with a material that inhibits image production.

**DIE-CUT CARBON** – One-time carbon which has portions cut out for withholding information.

**DOUBLE-FACED CARBON** – Carbon coated fully or partially on both sides.

**DOUBLE STUB SET** – Unit set containing two stubs. Double stub construction is usually for the purpose of creating two subsets after the first writing and subsequent separation.

**FANFOLD** – A type of continuous form made from a single wide paper web that is first folder longitudinally to form the desired number of parts, then zigzag folded.

**FLEXOGRAPHY** – Relief printing method using flexible plates and fast drying inks.

**FUGITIVE GLUE** – A rubber-like cement sometimes used as a temporary forms fastening.

**HALFTONE** – A reproduction of continuous tone such as a photograph, with an image formed by dots of various sizes.

**HOT MELT GLUE** – Fast setting adhesive for fastening continuous forms on the collator.

**HOT SPOT CARBONIZING** – Application of carbon ink portion of the back of a form, as technique of obtaining selective write-through without interleaves.

**INTERLEAVE** – Accessory sheet between parts of a form set, normally carbon, to effect write-through.

**LETTERPRESS** – Printing process which employs a relief or raised, inked image which comes into direct contact with the material being printed.

**LITHOGRAPHY** – Printing process in which the printing and non-printing areas on the printing plate are in the same plane (even surface). This process works on the principle that oil and water do not mix.

**MICR** – Magnetic Ink Character Recognition. This is an automatic data entry system making use of stylized characters which are imprinted on checks and other documents according to strict American Bankers Association specifications.

**MANIFOLD BOOK** – Same as salesbook; generally, a bound set of forms intended for manual writing with hand-inserted reusable carbon.

**MODULUS** – Self checking number system, which has a value or digit associated with a number or numeric field (usually suffixed) which is used for automatic checking for errors in transcription, transmission, or in reading into the system.

**OCR** – Optical Character Recognition machine, reading by optical means of printed human-readable characters (as opposed to optical Mark reading or optical Bar Code reading).

**PEGBOARD FORM** – A form designed and manufactured for use in a one-write system using a pegboard for registration of two or more forms. Pegboard forms have a row of holes along one or both sides, which correspond to the pins on the pegboard. Shape and spacing of pins vary considerably among manufacturers. This form is commonly used in accounting applications.

**REMOISENABLE GLUE** – Glue which may be made sticky again by wetting.

**SPOT GLUING** – A forms fastening consisting of dots of glue applied on the collator.

**UNIT SET** – Individual forms sets with parts firmly held together by means of a detachable glued stub or edge padding.

**TRANSACTION INFORMATION**

**MARKET/INTRA-COMPANY TRANSACTION**

- Market sale
- Intra-company transfer
- Same price to both

**DOMESTIC/FOREIGN BUYER**

- Domestic buyer
- Foreign buyer
- Same price to both

**TYPE OF BUYER**

- Retailer
- Service organization (including finance and real estate)
- Wholesaler
- Manufacturer
- Same price to all
- Other

\_\_\_\_\_

Type of Buyer Code: \_\_\_\_\_

**BLS CONTRACT:**      YES      NO

**CONTRACT TERMS**

- No Contract
- Other

**SIZE OF SHIPMENT/ORDER**

- Price Determining:**      Yes      No
- Size of Shipment:**
- Other

- Size of Order**
- Other

**FREIGHT TYPE**

- Not Applicable
- FOB Factory
- Delivered
- Delivered \_\_\_\_\_

**ITEM PRICE:**

\_\_\_\_\_

**TYPE OF PRICE**

- Net transaction (actual shipment)
- Net (list minus all adjustments indicated)
- Estimated net
- Average price
- List (some adjustments indicated)
- List
- Other

\_\_\_\_\_

*NOTE: For average prices, enter basis of average in  
Comments*

**UNIT OF MEASURE**

- Job
- Order
- Roll
- Carton
- Form
- Other

\_\_\_\_\_

**REPRICING CYCLE**

<b>Jan</b>	M F O S	<b>Jul</b>	M F O S
<b>Feb</b>	M F O S	<b>Aug</b>	M F O S
<b>Mar</b>	M F O S	<b>Sep</b>	M F O S
<b>Apr</b>	M F O S	<b>Oct</b>	M F O S
<b>May</b>	M F O S	<b>Nov</b>	M F O S
<b>Jun</b>	M F O S	<b>Dec</b>	M F O S

**COMMENTS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ADJUSTMENTS TO PRICE WORKSHEET**

**CASH DISCOUNT**

None currently in effect  
Respondent name for discount,

\_\_\_\_\_  
Complete cash discount structure,

**CASH SURCHARGE**

Respondent name for surcharge,

\_\_\_\_\_  
Complete cash surcharge structure,

**COMPETITIVE DISCOUNT**

None currently in effect  
Respondent name for discount,

\_\_\_\_\_  
Standard discount  
Amount,

\_\_\_\_\_  
Price reductions vary with market conditions  
Average amount,

\_\_\_\_\_  
Reported price reflects market condition reductions

**SEASONAL DISCOUNT**

None currently in effect  
Respondent name for discount,

\_\_\_\_\_  
Discount on shipments  
Discount on orders  
Complete seasonal discount structure,

\_\_\_\_\_  
Adjustment factor, by month, where applicable

Jan	_____	Jul	_____
Feb	_____	Aug	_____
Mar	_____	Sep	_____
Apr	_____	Oct	_____
May	_____	Nov	_____
Jun	_____	Dec	_____

**TRADE DISCOUNT**

Respondent name for discount

\_\_\_\_\_  
Amount,

\_\_\_\_\_  
Terms,

**QUANTITY DISCOUNT**

Respondent name for discount

\_\_\_\_\_  
Amount,

\_\_\_\_\_  
Terms,

\_\_\_\_\_  
Discount on shipments  
Discount on orders  
Discount on both shipments and orders

**OTHER DISCOUNT**

None currently in effect  
Type of discount,

\_\_\_\_\_  
Amount,

\_\_\_\_\_  
Terms,

**OTHER DISCOUNT**

None currently in effect  
Type of discount,

\_\_\_\_\_  
Amount,

\_\_\_\_\_  
Terms,

**OTHER SURCHARGE**

None currently in effect  
Type of discount,

\_\_\_\_\_  
Amount,

\_\_\_\_\_  
Terms,



**ADJUSTMENTS TO PRICE**

\_\_\_ Adj None (No adjustments to price)

Adj Type	Adj Amount Terms	Adj Category	Adj Rep Applied	Adj Order Applied	Adj Sign	Adj Factor	Adj Seas Flag
			Y N		* + — %		Y N
Cash Discount		D	Y N		* + — %		Y N
Cash surcharge		S	Y N		* + — %		Y N
Competitive		D	Y N		* + — %		Y N
Seasonal		D	Y N		* + — %		Y N
Trade		D	Y N		* + — %		Y N
Quantity		D S	Y N		* + — %		Y N
		D S	Y N		* + — %		Y N
		D S	Y N		* + — %		Y N
		D S	Y N		* + — %		Y N
		D S	Y N		* + — %		Y N
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(See Worksheet)

**REPORTER ADDRESS INFORMATION**

Reporter Name: \_\_\_\_\_ Reporter Phone: \_\_\_\_\_

Reporter Title: \_\_\_\_\_ Reporter Fax: \_\_\_\_\_

Reporter Company: \_\_\_\_\_ Reporter Internet Id: \_\_\_\_\_

Reporter Address Street: \_\_\_\_\_

Reporter Address City: \_\_\_\_\_ Reporter Address State: \_\_\_\_\_ Reporter Address Zip: \_\_\_\_\_

Overlap Reporter Code: \_\_\_\_\_



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*This report is authorized by law 29 U.S.C. §. Your voluntary cooperation is needed to make the results of this survey comprehensive, accurate, and timely.*

**Form Approved  
O.M.B. No. 1220-0008**

Public reporting burden for this collection of information is estimated to vary from 1 to 30 minutes per response with an average of 18 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this estimate or any other aspect of this information collection, including suggestions for reducing this burden, please send them to the Bureau of Labor Statistics, Producer Price Index Program, 1220-0008, Room 3840, 2 Massachusetts Avenue N.E., Washington, DC 20212. You are not required to respond to this collection of information unless it displays a currently valid OMB control number.

DO NOT SENT THE COMPLETED FORM TO THE OFFICE SHOWN ABOVE.

Dear Respondent,

Thank you for your continuing participation in the Producer Price Index (PPI) program. The data that you provide are used in computing the Producer Price Indexes and constitute the basis for analyzing industrial price changes.

Your continued cooperation is greatly appreciated.

Commissioner of Labor Statistics

**Instructions for completing a PPI pricing form:**

Item/Service and Transaction Descriptions:

If the Item/Service Description or the Terms of Transaction, or both, no longer apply, please select a substitute item/service or transaction terms. Item/service substitution should only occur when the item/service previously reported is no longer available because it is being or has been permanently discontinued. The substitute item/service should be as similar as possible to the current item/service and should be expected to remain available for some time. The substitute transaction terms should likewise be as similar as possible to the discontinued transaction terms.

Report these changes in the closest open area and provide current price information.

Adjustments to Price:

Following is a list of the more common adjustments to price. The specific Adjustments to Price on the pricing form were selected originally and should be changed only when either the level of an existing adjustment changes or a new adjustment becomes applicable to the item/service and transaction described.

Deductions from price include:

1. Standard discounts (Cash, Seasonal, Cumulative Volume, and Trade)
2. Rebates
3. Other recurring discounts
4. Other nonrecurring discounts (Competitive and Negotiated)

Additions to price include:

1. Surcharges
2. Other changes added to price

Taxes should always be excluded from the price. If the excusion is not possible, note this in REMARKS.

Freight changes should be excluded from the price unless delivery was selected originally as part of the product. Make changes if the currently described freight terms no longer exist.

QUESTIONS:

Answer whether charges have (YES) or have not (NO) been made to the Item/Service Description, Terms of Transaction, Adjustments to Price, or Previously Reported Prices.

Answer YES or NO depending on whether the shipment/transaction price of the item/service described changed (YES) between the two dates listed or whether the shipment/transaction price did not change (NO) during the time period. If the answer is NO, the form has been completed and is ready for faxing/mailling.

DO NOT ENTER A PRICE IF THE PRICE HAS NOT CHANGED!

If the answer is YES, please also enter the new price.

Write in any corrections to the terms or the address to whom this form should be sent in the future. Name and address changes need to be made on only one form.

-----  
Please complete and return within 5 business days all of the pricing forms even if there are no changes.  
-----

If you anticipate a change in any of the information you provide, please indicate in REMARKS. List the anticipated changes and when they will occur.  
-----

Any questions you have regarding the pricing form or its completion may be resolved by calling the person listed on the reverse side of this form.  
-----

# INFORMATION FOR THE PRODUCER PRICE INDEXES

## INSTRUCTIONS

*THIS FORM IS MACHINE PROCESSED.*  
 Limitations imposed by Bureau processing equipment restrict recognition of blue entries. Please use BLACK pen/pencil only.

This item/service has been selected for use in the Producer Price Index. You are asked to provide a price each month for the item/service described under the terms and adjustments shown.

Please review each section of this form. If your firm no longer sells this specific item/service under the terms and adjustments revise the description, terms, and/or adjustments indicating when the changes were made.

If the change made to the description resulted in a change to your production costs, please provide an estimated value of the change for Bureau staff to use in making appropriate adjustments. This value is the production cost difference including your standard markup.

Further instructions are shown on the reverse side of this form. If you have any questions concerning completion of this form, please call collect:

202-691-XXXX

Please use the enclosed postage-free envelope or send to: U.S. Department of Labor  
 Commissioner of Labor Statistics  
 2 Massachusetts Avenue N.E., Code 47  
 Washington D.C. 20212-0001

## REMARKS

<b>Have the Item/Service Description, Adjustments to Price, Terms of Transaction, or Previously Reported Prices changed since your last report? If 'YES', please also enter the necessary changes.</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------	---------------------------------------

ITEM DESCRIPTION

TERMS OF TRANSACTION

TYPE OF SALE:  
 DOMESTIC/FOREIGN BUYER:  
 TYPE OF BUYER:  
 SHIPMENT/CONTRACT TERMS:  
 SIZE OF SHIPMENT:  
 UNIT OF MEASURE:

ADJUSTMENTS TO PRICE

TYPE OF DISCOUNT:

TYPE OF SURCHARGE:

VALUE/TERMS

**ALREADY  
 APPLIED TO  
 REPORTED  
 PRICE**

**THE LATEST TYPE OF PRICE REPORTED WAS** (Price for actual shipments are desired):

NET TRANSACTION (ACTUAL SHIPMENT)

## PRICE INFORMATION

Please review the previously reported prices. Enter missing prices if available or correct any incorrect prices that are shown.

Please enter the current price in the boxes provided ONLY if there has been a change from the price you previously reported.

	PREVIOUSLY REPORTED PRICES	CORRECTIONS
ON January 14, 2003 THE PRICE WAS	\$X.XXXX	_____
ON February 11, 2003 THE PRICE WAS	\$X.XXXX	_____
ON March 11, 2003 THE PRICE WAS	\$X.XXXX	_____
ON April 15, 2003 THE PRICE WAS	\$X.XXXX	_____

**Did the price change between April 15, 2003 and May 13, 2003?**

If 'YES', please report the price of the last shipment since May 1  
 If there was no shipment in May, please estimate the Price you would have charged on May 13, 20031.

YES       NO

**USE BLACK PEN/  
 PENCIL ONLY.  
 DO NOT USE BLUE.**

\$      DOLLARS      CENTS  
, .

PER JOB

REPORTER NAME  
 REPORTER TITLE  
 COMPANY NAME  
 STREET ADDRESS  
 CITY, STATE  
 ZIP CODE

SE/OC MMMMMMMMMMMMM