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Census File Number

**Item 17. CONSUMPTION OF SELECTED MATERIALS DURING 1997**

**INSTRUCTIONS**

**1. General** – The materials, parts, and supplies listed below are those commonly consumed in the manufacture, processing, or assembly of the products listed in item 18B. Please review the entire list and report separately each item consumed. Leave blank if you do not consume the item. If you use materials, parts, and supplies which are not listed, describe and report them in the "Cost of all other materials . . ." line at the end of this section. If you consumed less than \$25,000 of a listed material, include the value with "Cost of all other materials . . .," Census material code 970099 8.

Report materials, parts, and supplies purchased, transferred from other plants of your company, or withdrawn from inventory.

If quantities are requested, please use the unit of measure specified.

If the information as requested cannot be taken directly from your book records, REASONABLE ESTIMATES ARE ACCEPTABLE.

**2. Valuation of Materials Consumed** – The value of the materials, etc., consumed should be based on the delivered cost; i.e., the amount paid or payable after discounts and including freight and other direct charges incurred in acquiring the materials.

Materials received from other plants within your company should be reported at their full economic value (the value assigned by the shipping plant, plus the cost of freight and other handling charges).

If purchases or transfers do not differ significantly from the amounts actually put into production, you may report the cost of purchases or transfers. However, if consumption differs significantly from the amounts purchased or transferred, these amounts should be adjusted for changes in the materials and supplies inventories by adding the beginning inventory to the amount purchased or transferred and subtracting ending inventory.

**3. Contract Work** – Include as materials consumed those you purchased for use by others making products for you under contract. Amounts paid to the companies doing the contract work should be reported in item 10, line e, and should include freight in and out. On the other hand, materials owned by others but used at this establishment in making products for others under contract or on commission should be excluded.

**4. Resales** – Cost for products bought and sold or transferred from other establishments of your company and sold without further manufacture, processing, or assembly should be reported in item 10, line b, not in item 17 below. The value of these products shipped by this establishment should be reported in item 18B under Census product code 99989 00 6, "Resales."

Line No.	Materials, parts, and supplies  (A)	Census material code  571 (B)	Unit of measure for quantities  (C)	Consumption of purchased materials and of materials received from other establishments of your company			
				Quantity  573 (D)	Cost, including delivery cost (freight-in)  (E)		
					574 Millions	Thou-sands	Dollars
1	Paper and paperboard, except boxes and containers	260003 9	Short tons		\$		
2	Plastic products consumed in the form of sheets, rods, tubes, and other shapes	308007 4					
3	Glues and adhesives	289101 8					
4	Paperboard boxes and containers and corrugated paperboard	265001 8					
5	Printing inks (complete formulations)	289301 4					
6	Cost of all other materials and components, parts, and supplies consumed <i>Describe the principal materials, etc., included in this value.</i>	970099 8					
7	<b>TOTAL</b> Sum of line 1–6 should equal item 10, line a				\$		

CONTINUE WITH ITEM 18B ON PAGE 6

**Item 18A** – Not applicable to this report

**Item 18B. PRODUCTS AND SERVICES OF THIS ESTABLISHMENT DURING 1997**

**INSTRUCTIONS**

**1. General** – The manufactured products and services listed below are generally made in your industry. If you make products that are not listed, describe and report them in the "All other products made in this establishment" section at the end of item 18B. PLEASE DO NOT COMBINE PRODUCT LINES.

If quantities are requested, please use the unit of measure specified.

If the information as requested cannot be taken directly from your book records, REASONABLE ESTIMATES ARE ACCEPTABLE.

**2. Valuation of Products** – Report the value of the products shipped and services performed at the net selling value, f.o.b. plant to the customer; i.e., after discounts and allowances, and exclusive of freight charges and excise taxes.

If you transfer products to other establishments within your company, you should assign the full economic value to the transferred products; i.e., include all direct costs of production and a reasonable proportion of all other costs and profits.

**3. Contract Work** – Report PRODUCTS MADE BY OTHERS FOR YOU FROM YOUR MATERIALS on the specific lines as if they were made in this establishment. On the other hand, do not report on the specific product lines PRODUCTS THAT YOU MADE FROM MATERIALS OWNED BY OTHERS. Report only the amount that you received for "commission or contract receipts" under Census product code 93000 00 8.

**4. Resales** – Do not report on the specific product lines those PRODUCTS BOUGHT AND SOLD OR TRANSFERRED FROM OTHER ESTABLISHMENTS OF YOUR COMPANY AND SOLD WITHOUT FURTHER MANUFACTURE. Report only a value under Census product code 99989 00 6, "Resales."

Line No.	Products and services  (A)		Census product code  581 (B)	Unit of measure for quantities  (C)	Products shipped and other receipts		
					Quantity  583 (D)	Value, f.o.b. plant (E)	
						584 Millions	Thou- sands
1	<b>Die-Cut Paper and Paperboard Products</b>  (NOTE: Die cutting done on a contract basis (done for others on their materials) should be reported on line 26)	OFFICE SUPPLIES (26751) File folders, all types and materials: Hanging folders	26751 10 7	Thousand units			
2		Expanding file folders, including wallets	26751 11 5				
3		Other file folders, including file jackets and file pockets	26751 12 3				
4		Other paper and paperboard office supplies (index, guide, and tabulating cards (including guide cards for file folders), presentation and report covers (except looseleaf), etc.)	26751 91 7				
5		Except office supplies (including fillers and flats for egg cases (except molded pulp): bottle caps, closures, and lids; cards, die-cut and designed, not printed; automotive board products (panel, trim, etc.) but excluding labels) (26752)	26752 00 6				
6		Paperboard backs for blister and skin packaging	26570 96 0				
7		Pasted, lined, laminated, or surface-coated paperboard (26753)	26753 00 4	Short tons			
8	<b>Envelopes, Commercial (All types and materials) (26770)</b>  (NOTE: Report non-commercial envelopes on line 15)	Clasp and string-and-button types, including mailing	26770 10 7	Thousand units			
9		MAILING ENVELOPES, EXCEPT CLASP AND STRING-AND-BUTTON TYPES White or colored mailing envelopes	26770 21 4				
10		Kraft mailing envelopes	26770 22 2				
11		All other commercial envelopes, including padded shipping envelopes	26770 40 4				
12		Pressure-sensitive products (except printed labels)	26723 00 7				
13	<b>STATIONERY (26781)</b>  (NOTE: Report customized stationery products on lines 19–25)	Boxed stationery and portfolios	26781 11 2				
14		Wedding and social announcements, paper, cards, and envelopes	26781 13 8				
15		All other stationery, including packaged paper and envelopes, noncommercial (report commercial envelopes on lines 8–11)	26781 21 1				

CONTINUE WITH ITEM 18B ON PAGE 7

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**Item 18B. PRODUCTS AND SERVICES OF THIS ESTABLISHMENT DURING 1997 – Continued**

Line No.	Products and services  <b>(A)</b>	Census product code	Unit of measure for quantities  <b>(C)</b>	Products shipped and other receipts			
		581 <b>(B)</b>		583 <b>(D)</b>	Value, f.o.b. plant <b>(E)</b>		
					584 Millions	Thou- sands	Dollars
16	Tablets, pads, and notebooks bound with wire, staples, thread, or plastics (including composition, memo and stenographic, but excluding case made); looseleaf fillers; wrapped ream papers, except photographic, etc.	26782 00 3			\$		
17	Looseleaf binders, devices, indexes, and sheet protectors	27825 00 9					
18	Office storage units, files, and tables, except wood (including metal, plastics, etc.)	25226 00 2					
19	ALL OTHER PRODUCTS MADE IN THIS ESTABLISHMENT  <i>Describe and report separately each product with a sales value of \$50,000 or more which cannot be assigned to one of the lines above. Specify unit of measure for quantity. For all remaining products, write "Other" and report a single value.</i>	18					
20		26					
21		34					
22		42					
23		59					
24		67					
25		75					
26		CONTRACT WORK  <i>Receipts for work done for others on their own materials . . . . . Describe below products worked on and kind of work.</i>	93000 00 8				
27	MISCELLANEOUS RECEIPTS	Sales of scrap and refuse	99980 13 8				
28		Other miscellaneous receipts (including receipts for repair work, etc.)	99980 98 9				
29	RESALES	Sales of products bought and sold without further manufacture, processing, or assembly in this establishment. The cost of such items should be reported in item 10, line b.	99989 00 6				
30	<b>TOTAL value of shipments and other receipts</b> Sum of lines 1–29 column (E)		77000 00 8		\$		

Items 19 – 21 – Not applicable to this report

CONTINUE WITH ITEM 22 ON PAGE 8

**REMARKS** – Please use this space for any explanations that may be essential in understanding your reported data.

**Item 22. CERTIFICATION** – This report is substantially accurate and has been prepared in accordance with instructions.

Name of person to contact regarding this report ( <i>Print or type</i> )				Telephone	Area code	Number	Extension	
667	1			2				
Name of company				Address ( <i>Number and street, city, State, ZIP Code</i> )				
<b>Period covered</b>	FROM: Month		Day	Year	TO: Month		Day	Year
	666	1			2			
Signature of authorized person				Title			Date	