



The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent of the law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent.

*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.*

OMB 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 7.5 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 SEND 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 charges added to price

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

Freight charges 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 changes 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.

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

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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.

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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.  
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# INFORMATION FOR THE PRODUCER PRICE INDEXES

## INSTRUCTIONS

THIS FORM IS MACHINE PROCESSED.  
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 mark-up.

If you have any questions concerning completion of this form, please call collect:

Please fax to 1-800-553-6024 or, if you are unable to fax, use the postage-free envelope to send to:

U.S. Department of Labor  
Bureau of Labor Statistics  
Producer Price Index, Mail Code 47  
61 Forsyth St. S.W., Suite 7T50  
Atlanta, GA 30303-9856

**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.

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Yes	No

## REMARKS

## 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.

**THE LATEST TYPE OF PRICE REPORTED WAS** (Prices for actual shipments/transactions are desired.):

PREVIOUSLY REPORTED PRICES

CORRECTIONS

**Did the price change between**

If "YES," please report the price of the last shipment since

If there was no shipment in

price you would have charged on

, please estimate the

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Yes	No

FOR BLS USE ONLY

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

\$    ,   ,    .

Dollars      Cents

per



# Producer Price Index Survey

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. If you have any questions, please contact the analyst listed at the top of each form. For more information about PPI, please visit our website at [www.bls.gov/ppi](http://www.bls.gov/ppi).

Michael W. Horrigan  
Associate Commissioner for Prices and Living Conditions (OPLC)

## Instructions for Completing a PPI Pricing Form

Please complete the attached form(s) and return via **fax to 1-800-555-5555** as soon as possible, even if there are no changes.

- Only use black or blue ink when completing these forms. Do not use pencil.
- Do not return this cover sheet.

1. Review the instructions located in Section 1 at the top of each form.
2. Review the product or service description, adjustments to price, and terms of transaction. Check the box indicating whether there have been any changes.
  - If you have corrections or updates to the product or service, make the changes in the areas provided.
  - If you no longer offer this product or service, select a substitute that is as similar as possible to the original product or service. Choose one that you expect to be available for some time. Update the description, adjustments to price, and terms of transaction to reflect the substitution. Explain the substitution in Section 5.

### Adjustments to Price:

- If any discounts or surcharges have changed, provide the current adjustment and indicate whether it is reflected in the price you provide.
  - Examples of discounts include: cash, seasonal, cumulative volume, trade, competitive and negotiated discounts, as well as rebates.
  - Examples of surcharges include fuel and metal charges.
  - Always exclude taxes from the price. If you cannot exclude taxes from the price, note this in Section 5.
  - Exclude freight charges from the price unless delivery is specifically included in the description.
3. Review the previously reported prices. Check the box indicating whether you have any updates or corrections. If so, enter the previous prices in the space provided.
  4. Check the box indicating whether or not the price has changed.
    - If the price **has not changed**, check the "No" box. Do not enter a price.
    - If the price **has changed**, check the "Yes" box, and enter the current price in the space provided. Please provide the reason(s) for significant price changes in Section 5.
  5. Use this section to report additional information about changes to the product or service characteristics, or explanations of significant price changes. If the change made to the description resulted in a change to your production costs, please provide an estimated value of the change. This value is the production cost difference including your standard markup.
  6. Review the contact information and provide updates in Section 5. You only need to report contact changes on one form.

The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidentiality Information Protection and Statistical Efficiency Act of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent.

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

We estimate that it will take an average of 5 minutes per response to complete this form, 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. The OMB control number for this voluntary survey is 1220-0008. Without a currently valid number BLS would not be able to conduct this survey. Do not send the completed form to this address.

Company Name  
Department  
Reporter Name  
Title  
Street Address  
City, State Zip



# INFORMATION FOR THE PRODUCER PRICE INDEX

[www.bls.gov/ppi](http://www.bls.gov/ppi)

201202 RC:

IC:

NAICS:

OMB NUMBER 1220-0008



1. Instructions: [See full instructions on page 1.](#)

## 2. Continuation of PPI Item :

If you have updates to the following information, please check "Yes" in Section 2 on page 1 and report your updates below.



5. Please provide reason(s) for significant price changes and/or other remarks.

6. Please review contact information and make corrections in Section 5 above.

NAME  
TITLE  
ESTABLISHMENT NAME  
ADDRESS

Phone:  
Fax:  
Email:



# INFORMATION FOR THE PRODUCER PRICE INDEX

www.bls.gov/ppi

201202 RC:

IC:

NAICS:

OMB NUMBER 1220-0008



**1. Instructions:** Complete the form and **fax to (000) 000-0000** or return to U.S. Department of Labor, Bureau of Labor Statistics, Code 7, Washington, DC 20212. **For assistance, contact IA NAME** at IA PHONE or IA EMAIL.

**2. Has the Description** for this item or service changed? .....  No  Yes If Yes, please update below



**3. Are there any updates to your Previously Reported Prices?**  No  Yes If yes, please update below.

March 13, 2012	<input type="text"/>	,	<input type="text"/>	,	<input type="text"/>	▪	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
April 10, 2012	<input type="text"/>	,	<input type="text"/>	,	<input type="text"/>	▪	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
May 15, 2012	<input type="text"/>	,	<input type="text"/>	,	<input type="text"/>	▪	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
June 12, 2012	<input type="text"/>	,	<input type="text"/>	,	<input type="text"/>	▪	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**4. Has the price changed between June 12, 2012 and July 10, 2012?**  No  Yes If yes, enter the current price below.

\$  ,  ,  ▪  Per:   
cents Type of Price:

**5. Please provide reason(s) for significant price changes and/or other remarks.**

**6. Please review contact information and make corrections in Section 5 above.**

NAME Phone:  
TITLE Fax:  
ESTABLISHMENT NAME Email:  
ADDRESS



# INFORMATION FOR THE PRODUCER PRICE INDEX

www.bls.gov/ppi

201202 RC:

IC:

NAICS:

OMB NUMBER 1220-0008



**1. Instructions:** Complete the form and **fax to (000) 000-0000** or return to U.S. Department of Labor, Bureau of Labor Statistics, Code 7, Washington, DC 20212. **For assistance, contact IA NAME** at IA PHONE or IA EMAIL.

**2. Have the Description, Adjustments to Price, or Terms of Transaction changed?**  No  Yes If Yes, please update below

\*\*\*Continued on next page\*\*\*\*



### Adjustments to Price

Type of Discount Value/Terms

Type of Surcharge Value/Terms

Reflected in the price below?

### Terms of Transaction

Type of Sale:  
Domestic\Foreign Buyer:  
Type of Buyer:  
Contract Terms:  
Size of Shipment:  
Unit of Measure:  
Freight:

**3. Are there any updates to your Previously Reported Prices?**  No  Yes If yes, please update below.

January 10, 2012 [ ][ ][ ] , [ ][ ][ ] , [ ][ ][ ] . [ ][ ][ ][ ][ ]

February 14, 2012 [ ][ ][ ] , [ ][ ][ ] , [ ][ ][ ] . [ ][ ][ ][ ][ ]

March 13, 2012 [ ][ ][ ] , [ ][ ][ ] , [ ][ ][ ] . [ ][ ][ ][ ][ ]

April 10, 2012 [ ][ ][ ] , [ ][ ][ ] , [ ][ ][ ] . [ ][ ][ ][ ][ ]

**4. Has the price changed between April 10, 2012 and May 15, 2012?**  No  Yes If yes, enter the current price below.

\$ [ ][ ][ ] , [ ][ ][ ] , [ ][ ][ ] . [ ][ ][ ][ ][ ] Per: Type of Price:  
cents

**5. Please provide reason(s) for significant price changes and/or other remarks.**

**6. Please review contact information and make corrections in Section 5 above.**

NAME  
TITLE  
ESTABLISHMENT NAME  
ADDRESS

Phone:  
Fax:  
Email: