DUE DATE:



MONTHLY RETAIL TRADE REPORT

For assistance in completing this form, you may visit www.census.gov/econhelp/mrts

NOTICE — Your report to the U.S. Census Bureau is confidential by law (Title 13, U.S. Code, Section 9). Only persons sworn to uphold the confidentiality of U.S. Census Bureau information may see the questionnaires and may use them only for statistical purposes. Additionally, all reports are immune from legal process.

RETURN COMPLETED FORM IN THE ENCLOSED ENVELOPE

or FAX: 1-800-447-4613 For help call: 1-800-772-7852

ITEM 2 CONTACT PERSON

Name

Title

Telephone (Area code, number, ext.)

FAX (Area code, number)

(Please correct any error(s) in name, address, and ZIP Code)

ITEM 3 FEDERAL EMPLOYER IDENTIFICATION NUMBER (EIN)

COVERAGE INSTRUCTIONS AND DEFINITIONS OF DEPARTMENT STORES, E-COMMERCE SALES, AUXILIARY ESTABLISHMENTS, LEASED DEPARTMENTS AND CONCESSIONS

- I. Coverage Instructions
- II. Department Stores are establishments primarily engaged in retailing a wide range of the following new products with no one merchandise line predominating: apparel, furniture, appliances, and home furnishings; and selected additional items, such as paint, hardware, toiletries, cosmetics, photographic equipment, jewelry, toys, sporting goods, and limited nonperishable food items. Merchandise lines are normally arranged in separate departments. "Discount stores" are included as department stores, provided they meet the criteria described.
- III. E-Commerce Sales are sales of goods and services where an order is placed by the buyer or price and terms of the sale are negotiated over an Internet, extranet, EDI network, electronic mail, or other online system. Payment may or may not be made online.
- IV. Auxiliary Establishments are facilities primarily engaged in furnishing supporting services (such as warehouses, garages and central administrative offices) to your retail establishments.
- V.Leased Departments and Concessions are separate businesses that lease space on the premises of another business.

For more help, access our Business Help Site at www.census.gov/econhelp/mrts

To view the results of this survey, visit www.census.gov/mrts/www/mrts.html

ITEM 4 SALES AND REPORT PERIOD						
Estimates are acceptable if book figures are not available						
a. Sales				Dollars		
(1) Main store sales						
(2) Leased department sales						
(3) TOTAL department store sales						
(4) E-Commerce Sales – Report e-commerce sales or their percent of total sales in item 4a(1)			%			
b. Report period Mark (X) one box to indicate the period covered by the sales entered in item 4a(1). If other than "Calendar month" is marked, specify ending date. □ Calendar month □ 4-week period □ 5-week period			Ending date (Month and day)			
c. Do the sales reported in item 4a(1) represent book figures or estim	nates?		□Book	□Es	timate	
INCLUDE	EXCLUD	E				
 Cash and credit sales of merchandise whether or not payment was received. If none, enter "0" Leased departments and concessions operated by your firm in other establishments E-commerce sales if not submitted on a separate monthly retail report 	ment was received. If none, enter "0" used departments and concessions operated by your firm other establishments ommerce sales if not submitted on a separate monthly ail report • Sales taxes conected from custom local, State, or Federal tax agent of the sales in the sales taxes conected from custom local, State, or Federal tax agent of the sales taxes conected from custom local, State, or Federal tax agent of the sales taxes conected from custom local, State, or Federal tax agent of the sales taxes conected from custom local, State, or Federal tax agent of the sales taxes conected from custom local, State, or Federal tax agent of the sales taxes conected from custom local, State, or Federal tax agent of the sales taxes conected from custom local, State, or Federal tax agent of the sales taxes conected from custom local, State, or Federal tax agent of the sales taxes conected from custom local, State, or Federal tax agent of the sales taxes conected from custom local, State, or Federal tax agent of the sales taxes conected from custom local, State, or Federal tax agent of the sales taxes conected from custom local, State, or Federal tax agent of the sales taxes conected from custom local, State, or Federal tax agent of the sales taxes conected from custom local part of the sales taxes conected from custom local part of the sales taxes conected from custom local part of the sales taxes conected from custom local part of the sales taxes conected from custom local part of the sales taxes conected from custom local part of the sales taxes conected from custom local part of the sales taxes conected from custom local part of the sales taxes conected from custom local part of the sales taxes conected from custom local part of the sales taxes conected from custom local part of the sales taxes conected from custom local part of taxes agent			interest income, income from the rental or sale of		
Receipts from other activities at your retail establishments such as wholesale sales, deliveries, installation, repairs, etc. Excise taxes (such as those on gasoline, liquor, and tobacco) which are levied on the manufacturer or wholesaler. • Commissions from sales of gove • Sales from auxiliary extablishments • Commissions from sales of gove • Sales from auxiliary extablishments • Commissions from sales of gove • Sales from auxiliary extablishments • Commissions from sales of gove • Sales from auxiliary extablishments • Commissions from sales of gove • Sales from auxiliary extablishments • Commissions from sales of gove • Sales from auxiliary extablishments • Commissions from sales of gove • Sales from auxiliary extablishments • Commissions from sales of gove • Sales from auxiliary extablishments • Commissions from sales of gove • Sales from auxiliary extablishments • Commissions from sales of gove • Sales from auxiliary extablishments • Commissions from sales of gove • Sales from auxiliary extablishments • Commissions from sales of gove • Sales from auxiliary extablishments • Commissions from sales of gove • Sales from auxiliary extablishments • Commissions from sales of gove • Sales from auxiliary extablishments • Commissions from sales of gove • Sales from auxiliary extablishments • Commissions from sales of gove • Sales from auxiliary extablishments • Commissions from sales of gove • Sales from auxiliary extablishments • Commissions from sales of gove • Sales from auxiliary extablishments • Commissions from sales of gove • Sales from auxiliary extablishments • Commissions from sales of gove • Sales from auxiliary extablishments • Commissions from sales of gove • Sales from auxiliary extablishment • Commissions from sales of gove • Sales from auxiliary extablishment • Commissions from sales of gove • Sales from auxiliary extablishment • Commissions from sales of gove • Sales from auxiliary extablishment • Commissions from sales of gove • Commissions from sales of gove • Commissions from sales of gove • Com				tery ticke	rts	
ITEM 5 MERCHANDISE INVENTORIES						
Report merchandise inventories covered by this report, regardless of where held, owned as of the end of the month.						
a. Merchandise in retail stores covered by this report. Include leased departments and concessions operated by			Dollars			
your firm in other establishments						
b. Merchandise in warehouses, offices, or in transit for distribution to your retail stores						
c. TOTAL merchandise inventories (before Last-in, First-out adjustment if	f any) – Sum o	f items 5a and 5b				
d. Are the data reported in items 5a through 5c for a date other than the end of the month specified?			Month	Day	Year	
□ No _₹ □ Yes – Enter the date the data re	epresent —	→				
 INCLUDE Merchandise under contract for sale Merchandise owned by this firm but held by others for sale on consignment 	• Fixtures	E , equipment, and supplie	s not held	for resale)	
ITEM 6 NUMBER OF DEPARTMENT STORES						
Enter the total number of department stores covered by this report						
REMARKS – Please use this space for comments or to explain any lar	rge difference	es in data from the prior	month.			
Public reporting burden for this collection of voluntary information is estir reviewing instructions, searching existing data sources, gathering and ma collection of information. Send comments regarding this burden estimate suggestions for reducing this burden, to: Paperwork Project 0607-0717, U. Washington, DC 20233. You may e-mail comments to Paperwork@census Respondents are not required to respond to any information collection un Management and Budget. This 8-digit number appears in the top right cor	nintaining the d or any other a S. Census Bure agov use "Pape aless it displays	ata needed, and completing spect of this collection of iteau, 4600 Silver Hill Road, rework Project 0607-0717" at a valid approval number it a valid approval number it a valid approval number it and the collection of the collect	ng and revie information AMSD - 3K as the subject	wing the , including 138, ct.		

FORM SM-45(06)BE (11-8-2007) Page 2