



**3 NUMBER OF MANUFACTURERS' SALES BRANCHES AND OFFICES**

**INCLUDE**

- Sales locations where more than half of the goods sold consist of goods manufactured, assembled or mined in the United States by this firm or by a parent, subsidiary, or affiliated manufacturer or mine
- Sales locations that are co-located with manufacturing plants, but for which separate records are kept
- Sales locations located separately from a warehouse, manufacturing, or other operating location
- Sales locations regardless of whether they held inventory
- Centers where orders are taken or solicited, and offices of marketing or sales managers, for which records are kept separately from those of manufacturing plants

**EXCLUDE**

- Agents or brokers primarily selling goods on consignment
- Locations where more than half of the goods sold consist of goods manufactured outside the United States and/or goods purchased from other companies
- Manufacturing locations without separate sales personnel
- Locations selling directly to the general public

**Number in 2008**

110 

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What was the total number of sales branches and offices that met the criteria above on December 31, 2008? . . .

**4 DOLLAR VOLUME OF BUSINESS**



**Instructions:** Sales should cover 12 months of data. If sales are for a fiscal year, sales should represent 12 months of data and include at least 6 months of data from the referenced year.

**INCLUDE**

- **All sales** of your sales branches and offices reported in **3** whether they are your own products or products you purchased
- Include e-commerce sales reported in **5B**)
- Gross value of sales made on a commission basis for non-affiliated firms
- Receipts from freight, installations, rentals, maintenance, repairs, alterations, storage, and other such services
- Excise taxes (such as those on gasoline, liquor, and tobacco) that are levied on the manufacturer and included in the cost of products purchased by this firm

**EXCLUDE**

- Direct sales made by manufacturing plant personnel
- Foreign sales of products that never enter the United States
- Commissions or fees for goods that never entered the United States
- Nonoperating receipts (such as interest income, income from investments, and receipts from the rental or sale of real estate)
- Finance charges

**DEDUCT**

- Refunds and allowances for returned products
- The actual value of rebates and discounts granted to the purchaser, even if granted as an increase in trade-in allowance

**2008**

**A. What were the total sales and other operating receipts that you earned during 2008?**

EXCLUDE sales (or other) taxes collected but INCLUDE the value of liquor and tobacco tax stamps for only the sales branches and offices reported in **3**?

	\$ Bil.	Mil.	Thou.	Dol.
100				

**B. Were the figures reported above for the period that began on January 1, and ended on December 31?**

	Month	Day	Year
104			

106  YES – Continue with **5**

NO → Please report your beginning and ending dates for 2008 . . . . .

**Beginning date**

**Ending date**

	Month	Day	Year
105			

**5 E-COMMERCE**

E-commerce is the sale of goods and services where the buyer places an order, or the price and terms of the sale are negotiated over an Electronic Data Interchange (EDI), the Internet, or any other online system. Payment may or may not be made online.

- EDI is the exchange of documents in standardized electronic form between organizations in an automated manner directly from a computer application in one organization to an application in another.
- Other online systems include the Internet, extranets, e-mail, and instant messaging.

**A. Did you have any e-commerce sales (as defined above) during 2008?**

120  YES – Continue with **5B**

NO → Go to **6** on the next page

	\$ Bil.	Mil.	Thou.	Dol.
113				

**B. What was the total e-commerce sales for 2008?**

- This amount should equal the sum of **5B1** and **5B2** shown below
- Also include this amount in item **4A**

115				
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**1. What were the EDI network sales during 2008, if any?**

- This includes EDI over the Internet
- EDI is the exchange of documents in standardized electronic form between organizations in an automated manner directly from a computer application in one organization to an application in another.

114				
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**2. What were the online system sales during 2008? (Exclude EDI).**

- Other online systems include the Internet, extranets, e-mail, and instant messaging.

**6 VALUE OF INVENTORIES**

**INCLUDE**

- All inventories of products covered by this report, including auxiliary locations (such as warehouses, garages, and central administrative offices) servicing these establishments, **regardless of where held**
- Report at cost or market value as of December 31 (or the end of the period for which you are reporting)

**EXCLUDE**

- Items such as fixtures, equipment, and supplies not held for resale
- Products owned by others that are being held on consignment

**A. Did establishments covered by this report own inventories, regardless of where held, at the end of 2008 (or the end of the period for which you are reporting)?**

- 320 1  YES – Continue with 6B  
 2  NO – Go to 8 on the next page

**B. Are you reporting inventories as of December 31, 2008?**

- 390 1  YES – Go to 6C  
 2  NO → For what date are you reporting inventories? .....

2008		
Month	Day	Year
203		

**C. What was the value of your inventories?**

- 1. Total inventories (before Last-in, First-out (LIFO)) adjustment, if applicable** .....
- 2. LIFO reserve, if applicable (enter zero if not applicable)** .....
- 3. Book value of inventories (6C1 minus 6C2)** .....

	\$ Bil.	Mil.	Thou.	Dol.
200				
301				
305				

**D. Were any of the inventories reported in 6C1 stored, or en route, OUTSIDE the 50 states and the District of Columbia?**

- 221 1  YES – Continue with 6E  
 2  NO – Go to 7

**E. What was the value of the inventories stored, or en route, OUTSIDE the 50 states and the District of Columbia?** (Do not report inventory held in Foreign Trade Zones or in bond warehouses in the U.S. that should be reported in 6C above.) .....

204				
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**7 INVENTORY VALUATION METHOD**

**A. Were any of the inventories reported in 6C subject to the LIFO valuation method?**

- 385 1  YES – Continue with 7B  
 2  NO – Go to 8 on the next page

**B. How much of the inventory was subject to:**

- 1. LIFO valuation method before adjustment** .....
- 2. Any other valuation method** .....
- 3. Verify Total (7B1 plus line 7B2 must equal 6C1 above)** .....

	\$ Bil.	Mil.	Thou.	Dol.
302				
303				
306				

**8 OPERATING EXPENSES**

**INCLUDE**

Expenses arising from the normal course of business, including payroll

**EXCLUDE**

- Bad debt/customer-related loss
- Purchases of goods for resale or cost of goods sold
- Income taxes
- Taxes (sales, excise, and other) collected directly from customers and paid directly to a local, State, or Federal tax agency
- Interest expenses
- Impairment (reduction in value of long-lived assets due to reappraisal)
- Capitalized expenses (except payroll and fringe benefits)
- Transfers made within the company

**2008**

	\$ Bil.	Mil.	Thou.	Dol.
500				

What were the total operating expenses for your sales branches and offices ONLY? . . . . .

**9 Remarks – Please use this space to explain any significant year-to-year data changes, to clarify your responses, etc.**

962

**CENSUS USE**

961

**10 CONTACT PERSON – Certifies data are accurate and can assist with any questions**

950

Name of person completing this report – *Please print*

952

Title

954 Telephone

Area code	Number	Extension
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955 Fax

Area code	Number
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**THANK YOU**

**for completing your Annual Wholesale Trade Report**

*We suggest you keep a copy for your records*

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