

**ASCO-L5**  
(11-17-2008)

**In reply refer to:**  
U.S. CENSUS BUREAU  
1201 EAST 10TH STREET  
JEFFERSONVILLE, IN 47132-0001



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Economics and Statistics Administration**  
**U.S. Census Bureau**  
Washington, DC 20233-0001

We request your cooperation in completing the **2008 Report of Organization**, Form NC-99001.

Since your company has reported electronically for previous Census Bureau surveys or indicated an interest in electronic reporting, we have enclosed the appropriate materials in this package. If you requested paper report forms, they are also included.

This survey is used to update the Census Bureau's list of businesses and provides key source data for County Business Patterns and other statistical series. Businesses use the data for analyzing markets, measuring the effectiveness of sales and advertising programs, setting sales quotas, and determining site locations. Companies, business analysts, and trade associations use this information in planning investments, production, and marketing.

**Please respond within 30 days after receipt.** You may use reasonable estimates if book figures are not readily available.

Title 13, United States Code, **requires your response** to this inquiry and guarantees that your response is confidential and will be used only for statistical purposes.

Use our help site, **[www.census.gov/econhelp](http://www.census.gov/econhelp)**, to find answers to your questions and to request a variety of services. If you need additional assistance, call the Electronic Reporting Operations Branch at **1-800-838-2640**, Monday through Friday, 7:30 a.m. to 4:00 p.m. Eastern time.

Thank you in advance for your cooperation.

Sincerely,

C. Harvey Monk, Jr.  
Acting Assistant Director for Economic Programs

Enclosures