

Chapter 14. Producer Prices

The Producer Price Index (PPI) measures average changes in prices received by domestic producers for their output. Most of the information used in calculating producer price indexes is obtained through the systematic sampling of virtually every industry in the mining and manufacturing sectors of the economy. By contrast, the publication of indexes for the service sector of the economy, while expanding, is currently incomplete. The PPI program also includes data from other sectors as well—agriculture, fishing, forestry, and utilities (gas and electricity).

As of January 2002, the PPI program contained the following indexes:

- Price indexes for approximately 500 mining and manufacturing industries, including more than 7,000 indexes for specific products and product categories;
- More than 3,000 commodity price indexes organized by type of product and end use;
- Nearly 1,000 indexes covering approximately 90 industries in the services sector and other sectors that do not produce physical products; and
- Major aggregate measures of price change, including product durability and stage-of-processing (SOP) classification schemes.

Together, these elements constitute a system of price measures designed to meet the need for both aggregate information and detailed applications, such as following price trends in specific industries and products.

Background

Known until 1978 as the Wholesale Price Index, or WPI, the PPI is one of the oldest continuous systems of statistical data published by the Bureau of Labor Statistics (BLS, the Bureau), as well as one of the oldest economic time series compiled by the Federal Government. When it was first published in 1902, the index covered the years from 1890 through 1901. The origins of the index can be found in an 1891 U.S. Senate resolution authorizing the Senate Committee on Finance to investigate the effects of the tariff laws “upon the imports and exports, the growth, development, production,

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and prices of agricultural and manufactured articles at home and abroad.”¹

The first index published, with base period 1890–99, was an unweighted average of price relatives for about 250 commodities. Since that time, many changes have been made in the sample of commodities, the base period, and the method of calculating the index. A system of weighting was first used in 1914, for example, and major expansions of the sample and reclassifications were implemented in 1952 and 1967.

The PPI program’s original intent was to measure changes in prices received for goods sold in primary markets of this country. The conceptual framework and economic theory guiding the program’s evolution, while more implicit than explicit, concentrated on obtaining the price received by ei-

¹ Senate Committee on Finance, *Wholesale Prices, Wages, and Transportation*, Senate Report No. 1394, “The Aldrich Report,” Part I, 52nd Congress, 2d sess., March 3, 1893; and U.S. Department of Labor, *Course of Wholesale Prices, 1890–1901*, Bulletin No. 39, March 1902, pp. 205–09.

ther a domestic producer or an importer for the first commercial transaction.

A major limitation of the traditional methodology was its reliance on *judgment sampling* of commodities and producers; that is, commodities and producers were selected without the use of probability-based statistical methods. This practice resulted in a system that was too heavily composed of volume-selling products made by larger firms. The PPI therefore did not adequately reflect the price behavior of the multitude of products whose individual transaction values might have been small, but that collectively accounted for a sizable portion of the economy. Another result of judgment sampling was that the output of many industries was completely overlooked. Before the transition to the current methodology began, products covered by the PPI program accounted for only about half of the total value of output by the mining and manufacturing sectors. The practice of assigning equal weight to price reports from each producer of a given commodity, regardless of any disparity in size among these firms, may have caused some distortions.

Another limitation of the traditional PPI methodology was its commodity orientation, which, while important, was not compatible with the industry orientation of most other Federal economic time series. The PPI's unique commodity classification scheme made it difficult to compare producer price movements with data for most other economic variables that were expressed in terms of the Standard Industrial Classification (SIC).

These and other weaknesses in the PPI program, combined with increased development of the theory of price indexes in preretail markets, spurred several changes in terminology and operations during the 1970s. The 1978 change in the program name from Wholesale Price Index to Producer Price Index, for example, was intended to reemphasize the fact that the PPI program continues to be based on prices received by producers from whoever makes the first purchase. Also in 1978, the new nomenclature was accompanied by a shift in the Bureau's analytical focus from the All Commodities Price Index (which was popularly called "the" Wholesale Price Index) to the Finished Goods Price Index and the other commodity-based SOP price indexes. This overhaul was phased in gradually, until the transition to the current methodology was essentially completed in January 1986.

Description of Survey

Universe

The PPI universe consists of the output of all industries in the goods-producing sectors of the American economy—mining, manufacturing, agriculture, fishing, and forestry—as well as gas, electricity, and goods competitive with those made in the producing sectors, such as waste and scrap materials. Imports are no longer included within the PPI universe; however, the BLS International Price Program publishes price indexes for both imports and exports. (See chap-

ter 15.) Domestic production of goods specifically made for the military is included, as are goods shipped between establishments owned by the same company (termed *interplant* or *intracompany* transfers).

The output of the services sector and other sectors that do not produce physical products also is conceptually within the PPI universe, although, in 2002, actual coverage was approximately half of the service sector's output. As of January 2002, the PPI program published data for selected industries in the following industry groups: Railroad, water, and air transportation of freight; air passenger transportation; motor freight transportation and warehousing; the U.S. Postal Service; petroleum pipelines; travel agencies; hotels and motels; communications; health services; finance, insurance, and real estate; business services; legal services; electrical power and natural-gas utilities; automotive rental and leasing; retail trade; engineering and architectural services; accounting, auditing, and bookkeeping services; and scrap and waste materials collection.

Prices

One crucial task in designing a price index is defining what constitutes the "price" whose changes are to be measured. A seemingly simple question such as "What is the price of steel?" is unanswerable until it is made more specific.

For industries in sectors other than retail trade, the PPI price is defined as the net revenue accruing to a specified producing establishment from a specified kind of buyer for a specified product shipped under specified transaction terms on a specified day of the month. This definition points up the several price-determining variables that must be clarified before a cooperating business establishment can report a meaningful price for any of its products to the Bureau. For example, if a company charges more for a red widget than a white one, color is one of the price-determining variables; if all widgets sell for the same price, regardless of color, color is not a price-determining variable.

Because the PPI is meant to measure changes in net revenues received by producers, changes in excise taxes—revenues collected on behalf of the government—are not reflected in the index. But changes in rebate programs, low-interest financing plans, and other sales promotion techniques are reflected to the extent that these policies affect the net proceeds ultimately realized by the producer for a unit sale. If an auto manufacturer offers retail customers a rebate of \$500, the manufacturer's net proceeds are reduced by \$500, and the PPI for new cars would reflect a lower price. (Conversely, the termination of a rebate program would be treated as a price increase.) If a retail car dealer offers retail customers an additional rebate whose cost is absorbed by the dealer rather than the manufacturer, such a rebate would not affect the PPI. (The Consumer Price Index, of course, *would* reflect a customer rebate, regardless of whether it was sponsored by the manufacturer or the dealer.)

In contrast to establishments in the goods sector and some service industries, establishments engaged in retail

trade purchase goods primarily for resale to the consumer. The PPI views a retailer as a supplier of services (rather than goods), because little, if any, transformation of these goods takes place. This approach implies that the output of a retail trade establishment is the difference between the retail selling price of a good and the acquisition price for that same item. The resulting gross margin prices reflect the value added by the establishment for services such as marketing, storing, and displaying goods in convenient locations and making the goods easily available for customers to purchase.

The statistical accuracy of producer price indexes depends heavily on the quality of the information voluntarily provided by respondents. BLS emphasizes to cooperating businesses the need for reports of realistic transaction prices, including all discounts, premiums, rebates, allowances, and so forth, rather than list or book prices. The use of list prices in the PPI program has been the exception rather than the rule. Even before the conversion to the current methodology, a BLS survey showed that only about 20 percent of traditional commodity indexes were based on list prices. Inasmuch as the current methodology is more systematic than the older methodology in concentrating on actual transaction prices, the use of list prices is even less frequent now.

Neither order prices nor “futures” prices are included, because the PPI tries to capture the price for output being shipped in that same month, not during some other time. Changes in transportation costs are reflected in industry price indexes only when the producing company delivers the product itself without hiring a third-party shipper.

Most prices refer to one particular day of the month, namely, the Tuesday of the week containing the 13th of the month; this pricing date can range between the 9th and the 15th. There are exceptions for some products, however: a number of farm products are priced on a day of the week other than Tuesday, and prices for some refined petroleum products are commonly an average of prices during the first 10 working days of the month or the prices received by oil refineries on the 10th working day. Although most prices reported to the Bureau are the prices of selected producers, free on board (f.o.b.) point of production, some prices are those quoted on organized commodity exchanges or at central markets; this practice is most often used for farm products.

Product change and quality adjustment

The same product usually is priced month after month; therefore, it is necessary to provide a means for bridging over changes in detailed specifications so that only real price changes will be measured. An adjustment is especially important when one product is replaced by a new one. Even when companies report their prices on the basis of altered transaction selling terms (for example, price per 1,000 sold instead of price per 100), or when there is a change in the number or identity of companies reporting to BLS, routine steps are taken to ensure that only true price changes influence the index.

When a company respondent reports a price that reflects

a physical change in a product, the Bureau uses one of several quality adjustment methods. The direct comparison method is used when the change in the physical specification is so minor that no product cost differences result; in this instance, the new price is compared directly with the last reported price under the former specifications, and the affected index reflects any price difference.

When changes in physical characteristics of a product cause product cost differences, however, the Bureau attempts to make an accurate assessment of real price change by taking account of quality differences systematically. The explicit quality adjustment method is especially important for automobiles, machinery, and other types of goods that undergo periodic model changes. For these goods, the usual method of quality adjustment involves the collection of data from reporting companies on the costs they have incurred in connection with the quality change. For example, if the price of a new model car is \$500 more than the previous model year's version and \$200 of that increase is due to the extra product cost and normal margin associated with the addition of government-mandated safety equipment, then the real price has risen by only \$300. The change in the passenger car index will reflect only that amount, not the nominal price rise of \$500.

Unfortunately, it is not always possible to obtain a value for quality adjustment. If, for instance, the respondent is unable to estimate the production cost difference between an old item and a new one, or if an explicit comparison between an entirely new product and a previous product is not feasible, then no quality adjustment value will be forthcoming. In such cases, the Bureau may have to assume that any difference in price between the old and the new items is due entirely to differences in quality; the Bureau, therefore, employs the “overlap” method (if possible). Under this method, the Bureau collects prices for both the old and the new item over a designated period and chooses a particular month as the overlap month. The difference between the prices of the two items in the overlap month is assumed to represent the value of the difference in quality between the items. For purposes of calculating the official price index, the Bureau uses price changes for the old item through the overlap month, but thereafter follows price changes only for the new item.

When the reporter fails to provide information about the resource costs of changes in product attributes, a different yardstick is employed to measure these missing values. It has been very difficult to estimate the value of improvements or deteriorations in products, such as computers, semiconductors, and so forth, manufactured by companies included in “high-tech” industries. These industries may frequently develop new products that are technologically superior and cost less. The conventional quality adjustment methodology is suitable for situations in which increased resource costs for producing a product are necessary for improved performance. This is the exact opposite of what typically happens in industries that manufacture sophisticated products composed of electronic components. Such

an inverse relationship between cost changes and quality changes requires many different techniques for the construction of an index, especially in the area of quality adjustment.² An alternative quality adjustment technique using hedonic regressions has been incorporated into PPI adjustment processes.³ Hedonic regressions estimate the functional relationship between the characteristics embodied in the products in a market and the products' prices. Such regressions yield estimates of "implicit prices" for specified product characteristics that may be used to value the quality improvement resulting from changes in the various characteristics embodied in a product. The value of the quality improvement can then be removed from the reported price change to obtain a measure of the pure price change that is appropriate for the PPI.

Classification

The Producer Price Index family of indexes consists of several major classification systems, each with its own structure, history, and uses. However, indexes in all classification systems now draw from the same pool of price information provided to the Bureau by cooperating company reporters. The three most important classification structures are (1) industry, (2) commodity, and (3) stage of processing (SOP).

Industry classification. A Producer Price Index for an industry is a measure of changes in prices received for the industry's output sold outside the industry (that is, its net output). Measures—or indexes—of price change classified by industry form the basis of the program. These indexes reflect the price trends of a constant set of goods and services that together represent the total output of an industry. Standardized industry index codes provide comparability with a wide assortment of industry-based data for other economic phenomena, including productivity, production, employment, wages, and earnings.

For more than 20 years, the PPI program made use of the SIC system as the structure for the collection and presentation of price data. However, the system has received increasing criticism about its inability to handle rapid changes in the U.S. economy. Recent developments in information services, new forms of healthcare provision, expansion of services, and high-tech manufacturing are examples of industrial changes that cannot be studied under the current SIC system.

Beginning in January 2004, the PPI program will begin publication of price data organized in accordance with the North American Industry Classification System (NAICS).

² See James Sinclair and Brian Catron, "An experimental price index for the computer industry," *Monthly Labor Review*, October 1990, pp. 16–24.

³ Since January 1991, the Bureau has published a computer price index incorporating these new quality adjustment procedures. In addition, series for other high-tech industries related to computers may also incorporate these new techniques of adjusting for embodied technological change.

Developed in cooperation with Canada and Mexico, NAICS represents one of the most profound changes in statistical programs focusing on emerging economic activities. NAICS uses a production-oriented conceptual framework to group establishments into industries, based on the activity in which they are primarily engaged. Establishments using similar raw material inputs, similar capital equipment, and similar labor are classified in the same industry.

In general, there may be as many as three kinds of product price indexes for a given industry. Every industry has primary product indexes to show changes in prices received by establishments classified in the industry for products made primarily, but not necessarily exclusively, by that industry. The industry under which an establishment is classified is determined by those products that account for the largest share of the establishment's total value of shipments. In addition, most industries have secondary product indexes to show changes in prices received by establishments classified in the industry for products made chiefly in some other industry. Finally, some industries may have miscellaneous receipts indexes to show price changes in other sources of revenue received by establishments within the industry.

Commodity classification. The commodity classification structure of the PPI organizes products by similarity of end use or material composition, regardless of whether the products are classified as primary or secondary in their industry of origin. This system is unique to the PPI and does not match any other standard coding structure, such as the SIC or the U.N. Standard International Trade Classification (SITC). Historical continuity of index series, the needs of index users, and a variety of ad hoc factors were important in developing the PPI commodity classification.

Fifteen major commodity groupings (at the two-digit level) make up the all-commodities index. Of these, 2 major commodity groupings form the index for farm products and processed foods and feeds, while the other 13 are grouped into the industrial commodities price index. Each major commodity grouping includes (in descending order of aggregation) subgroups (three-digit level), product classes (four-digit level), subproduct classes (six-digit level), and individual items (eight-digit level). The structure of the traditional commodity classification system thus follows a strict, consistent hierarchy.

All eight-digit commodities under the traditional commodity coding system now are derived from corresponding industry-classified product indexes. In such instances, movements in the traditional commodity price indexes are identical to movements of their industry-classified counterparts. Although most traditional commodity price indexes continue to be published with the use of their own original base periods, the corresponding industry product price indexes are published with respect to the month of their introduction as their base. Therefore, monthly percent changes for corre-

sponding indexes can appear more similar than their respective index-level changes.⁴

Specifications for eight-digit commodities priced under the current methodology generally follow the U.S. Census Bureau definitions and are considerably broader than those formerly used for traditional commodity indexes. Because companies report prices for a broad range of commodity and transaction-term specifications within a given commodity index, it is not feasible to publish meaningful average prices for individual commodities.

Commodity-based SOP classification. Commodity-based SOP price indexes regroup commodities at the subproduct class (six-digit) level, according to the class of buyer and the amount of physical processing or assembling the products have undergone.

Finished goods are defined as commodities that are ready for sale to the final-demand user—either an individual consumer or a business firm. In national income accounting terminology, the Finished Goods Price Index roughly measures changes in prices received by producers for two portions of the gross national product: (1) Personal consumption expenditures on goods and (2) Capital investment expenditures on equipment.⁵ Within the Finished Goods Price Index, the consumer foods category includes unprocessed foods, such as eggs and fresh fruits, as well as processed foods, such as bakery products and meats. The finished energy goods component includes those types of energy to be sold to households—primarily gasoline, home heating oil, residential gas, and residential electricity. The category for consumer goods other than foods and energy includes durables such as passenger cars and household furniture and nondurables such as apparel and prescription drugs. The capital equipment index measures changes in prices received by producers of durable investment goods such as heavy motor trucks, tractors, and machine tools.

The category of intermediate materials, supplies, and components consists partly of already processed commodities that still require further processing. Examples of such semifinished goods include flour, cotton yarn, steel mill products, and lumber. The intermediate goods category also encompasses nondurable, physically complete goods purchased by business firms as inputs for their operations. Examples include diesel fuel, belts and belting, paper boxes, and fertilizers.

Crude materials for further processing are defined as unprocessed commodities not sold directly to consumers. Crude foodstuffs and feedstuffs include items such as grains and livestock. The crude energy goods category consists of crude petroleum, natural gas to pipelines, and coal. Examples of

crude nonfood materials other than energy include raw cotton, construction sand and gravel, and iron and steel scrap.

Many major commodity-based SOP price indexes exist continuously back to 1947. However, some special groupings within this system (such as finished goods less foods and energy) were first calculated in the 1970s and have no historical record before then.

Other. There are several additional classification structures within the PPI family of indexes. For example, producer price indexes are available by durability of product. The allocation of individual commodities to durability-of-product categories (such as durable manufactured goods and total nondurable goods) is based on the Census Bureau definition; products with an expected lifetime of less than 3 years are classified as nondurable, while products with a longer life expectancy are considered durable goods. Special commodity grouping indexes (such as indexes for fabricated metal products and selected textile mill products) rearrange PPI commodity data into different combinations of price series. In 1986, BLS began publishing indexes that measure changes in prices of material inputs to construction industries. BLS also publishes industry-based SOP indexes, with data beginning in June 1985. These indexes combine industry price indexes with interindustry transaction data from the 1977 input-output tables of the U.S. Department of Commerce.

Most PPIs, whether commodity oriented or industry oriented, are national, rather than regional, in scope. However, regional price indexes are published for a few selected items, such as electric power, sand and gravel, scrap metals, cement, and real estate, for which regional markets are the rule rather than the exception.

Data Sources and Collection Methods

An industry as a whole is the basic starting point for sampling, and each industry has an individually designed and tailored sample. The first step in selecting a sample is to construct a universe frame of establishments classified within that industry. The primary source for compiling this universe of establishments is the Unemployment Insurance System, because most employers are legally required to participate in it. Supplementary information from multiple publicly available lists is used to refine the industry's frame of establishments. For example, for service-sector industries in particular, it is sometimes necessary to use universe frames other than the Unemployment Insurance System, so that additional establishment data can be analyzed.

The next step in constructing an industry sample consists of clustering establishments into price-forming units. Each member of a price-forming unit must belong to the same industry; establishments in a profit center that belong to another industry are excluded in this step. An establishment is defined as a production entity in a single location. Two establishments may occupy the same or adjacent space if they are separable by physical identification, recordkeeping, or both. Establishments are the units for which production

⁴ Lists of corresponding commodity codes and product codes appear in Bureau of Labor Statistics, *Supplement to Producer Price Indexes, Data for 1990* (Bureau of Labor Statistics, August 1991), pp. 353–86.

⁵ The Producer Price Index universe excludes the consumer services portion of total consumption expenditures and the structures portion of investment expenditures.

and employment data usually are collected; however, in many cases, establishments are not the appropriate unit for the collection of producer price data. For example, several establishments owned by a single firm may be operated as a cluster and constitute a profit-maximizing center. In such cases, the business maximizes profits for the cluster as a whole, rather than for any one establishment. A profit-maximizing center is therefore the price-forming unit.

Once a list of price-forming units in an industry has been compiled, the list may be stratified by variables appropriate for that industry. The criterion for identifying the sampling strata is whether price trends may be different for different values of a variable. For example, the size of the production unit may cause differences in production technologies and, thus, different responses to changes in demand or input costs. Some industries may be characterized by geographically independent markets, which may become strata. Within each stratum, units are usually ordered by size to ensure a proportionate distribution of the sample.

The next step is to assign the number of units to be selected in each stratum. This number may be in direct proportion to the value of shipments by units in each stratum. However, if there is evidence that some strata have more heterogeneity in price change, those strata will be assigned a greater proportion of the total sample than their simple shipment values would require. Each price-forming unit is selected systematically, with a probability of selection proportionate to its size. Ideally, the proper measure of size would be the total revenue of the unit; however, in practice, employment is used as a proxy, because employment information is usually more readily available.

Once an establishment or cluster of establishments is selected for pricing, a BLS field economist visits the unit to solicit its cooperation. The management of the unit is assured that its assistance is completely voluntary, that any information it agrees to provide to the Bureau will be used for statistical purposes only, and that the Bureau will hold that information in confidence to the full extent permitted by law.

If the establishment agrees to participate in the PPI program, the BLS field economist proceeds to select those transactions that are to be priced through time from among all of the unit's revenue-producing activities. A probability sampling technique called *disaggregation* is used to select the transactions. The disaggregation procedure assigns, to each category of items shipped and to each category of other types of receipts, a probability of selection proportionate to the value of the category within the reporting unit. The categories selected are broken into additional detail in subsequent stages, until unique items or unique types of other receipts are identified.

Even after a physically unique item has been selected, it is usually necessary to disaggregate further. If the same physical item is sold at more than one price, then the conditions that determine that price—such as the size of the order, the type of customer, and so forth—also must be selected on the

basis of probability. This method for identifying the terms of sale (or transaction terms) both ensures that the same type of transaction is priced over time and eliminates any bias in the selection of the terms of sale.

To minimize the reporting burden on cooperating companies, the disaggregation process just described usually is completed within 2 hours in the initiation interview. Subsequently, reporting companies agree to supply prices for those items selected on an agreed-upon schedule—usually monthly, but sometimes less often. BLS Form 473P, shown at the end of this chapter, is used for reporting producer prices. The degree of cooperation generally remains high, although some companies decline to participate from the beginning, and others may drop out of the program.

The publication of company-specific data in identifiable form is prohibited in the statistical and research work of the Bureau. Data from firms participating in the PPI survey are protected to ensure the respondent's confidentiality even within the Bureau, so that only those few staff members with an absolute need to know can identify a respondent. Furthermore, the Bureau has publication criteria to prevent the inadvertent revelation of a respondent's identity to the public through movements in a published index.

The BLS sample of each industry's producers and output must be updated every few years to account for changing market conditions. This procedure, called *resampling*, takes place relatively often for industries marked by dynamic changes in production technology or industry structure. More stable industries need to undergo resampling less frequently. In practice, many of the reporting companies and products included in the sample may be the same both before and after resampling.

Data Processing

Producer Price Indexes are the output of a series of computer subsystems that automate most operations. Although previously limited to relying upon mainframe computers, PPI data processing has increasingly turned to microcomputer and local area network (LAN) technologies.

After BLS field representatives conduct an initial survey of each reporting establishment, the data collected are reviewed by the Bureau's regional offices to ensure consistency and completeness. The data are then subject to final review by the Bureau's national office staff. At that point, a survey can be prepared, tailored specifically to each establishment, listing all price-determining variables and terms of sale for each selected product. These surveys, called *repricing schedules*, subsequently are sent to the reporting establishment on a regular basis.

In the Bureau's repricing system, the schedules returned by the respondents are scanned by an optical character reader, which logs in each form and captures the essential data elements. The Bureau's economists then verify the price information and check for changes that might have been missed by the character reader. The repricing system makes pos-

sible the collection and processing of the current prices of more than 100,000 items, as well as any changes in the price-determining characteristics of those items.

Using data from the repricing system, the estimation system calculates the indexes and generates a variety of outputs used for the Bureau's Internet site and for printed statistical tables.

These automated data-processing systems for the PPI facilitate the accuracy and timeliness of published PPI data and protect the confidentiality of data supplied by the respondents.

Estimating Procedures

Index calculation

In concept, the Producer Price Index is calculated according to a modified Laspeyres formula

$$I_t = \left[\frac{\sum Q_a P_t}{\sum Q_a P_o} \right] \times 100,$$

where

I_t is the price index in the current period;

P_o is the price of a commodity in the comparison period;

P_t is the current price of the commodity; and

Q_a represents the quantity shipped during the weight-base period.

An alternative formula more closely approximates the actual computation procedure:

$$I_t = \left[\frac{\left(\sum Q_a P_o \left(\frac{P_t}{P_o} \right) \right)}{\left(\sum Q_a P_o \left(\frac{P_{t-1}}{P_o} \right) \right)} \right] \times I_{t-1}.$$

In this form, the index is the weighted average of price relatives—that is, price ratios for each item (P_t/P_o). The expression ($Q_a P_o$) represents the weights in value form, and the P and Q elements (both of which originally relate to period a , but are adjusted for price change to period o) are not derived separately. When specifications or samples change, the item relatives must be computed by linking (multiplying) the relatives for the separate periods for which the data are precisely comparable.

Weights

If the Producer Price Index system were composed merely of indexes for individual products, with no grouping or summarization, there would be no need to devise a comprehensive weight structure. However, given the desire for numerous

indexes for groupings of individual products, there is a need for a weight system that will let more important products have a greater effect on movements of groupings. Without a weighting structure, a 10-percent rise in gasoline prices would have no more significance than a 10-percent rise in greeting card prices.

Commodity and product aggregation weights. A price index for even the most finely detailed commodity or product (usually termed a *cell index*) cannot be calculated without applying a policy for weighting the individual prices reported to the Bureau for each item. Reports from some establishments are given more weight than those from others, in accordance with value-of-shipments data provided to BLS field representatives during the initiation interviews with reporting establishments. The data are adjusted by BLS probability selection techniques.

To calculate both commodity and product indexes for levels of aggregation above the cell index, the Bureau compiles weights on the basis of values of shipments derived from information provided by the Census Bureau and a few other sources.⁶ Product index weights, however, are based only on values of shipments for those aggregations of products made within the same industry; thus, shipment values for the same products made in other industries are not counted.

Industry net output weights. In compiling price indexes for four-digit SIC industries, as well as for more highly aggregated industry group indexes, the Bureau employs net output values of shipments as weights. Net output values of shipments include only shipments from establishments in one industry to establishments classified in other industries or to final demand. By definition, then, net output values of shipments differ from gross values of shipments by excluding shipments among establishments within the same industry, even if those establishments are owned by separate and independent firms. The meaning of *net output* depends on the context of the index grouping. The net output for total manufacturing, for example, would be the value of manufactured output shipped outside the entire manufacturing sector—for example, to the construction sector or to consumers. In addition to the value-of-shipments data supplied by the U.S. Department of Commerce Census of Manufactures, the Bureau constructs appropriate net output price indexes through the use of data on detailed industry flows from input-output tables compiled by the Department of Commerce's Bureau of Economic Analysis and from other detailed industry data. Currently, industry price indexes are calculated pri-

⁶ Information currently used for calculating weights throughout the PPI family of indexes is largely taken from the following censuses conducted by the Census Bureau of the U.S. Department of Commerce: (1) *Census of Manufactures*, (2) *Census of Mineral Industries* (which includes oil and gas production), (3) *Census of Agriculture*, and (4) *Census of Service Industries*. Other current weight sources include the Energy Information Administration of the U.S. Department of Energy and the National Marine Fisheries Service of the U.S. Department of Commerce.

marily with 1997 net output weights and 1992 input-output relationships.

Weights for traditional commodity groupings. Weights for individual commodity price indexes and, in turn, for commodity grouping price indexes are based on gross values-of-shipments data, as compiled by the Census Bureau and a few other sources. This is in contrast to the net output weights used for industry indexes. These commodity weights represent the total selling value of goods produced or processed in the United States, f.o.b. production point, exclusive of any excise taxes. Since January 1987, values of shipment between establishments owned by the same company (termed *interplant transfers*) have been included in commodity and commodity grouping weights; interplant transfers had been excluded from the weight structure before then.

Commodity and commodity grouping weights are updated periodically to take into account changing production patterns. Since January 2002, these weights have been derived from the total net selling value of commodities reported in the 1997 economic censuses. Between January 1996 and December 2001, the 1992 economic censuses were used. From January 1992 through December 1995, 1987 values of shipments formed the foundation for commodity and commodity grouping weights. From January 1987 through December 1991, 1982 weights were used. Between January 1976 and December 1986, 1972 weights were used. Updated weights are incorporated into the PPI system in a manner that does not require recalculation of indexes for earlier periods.

BLS does not publish the actual values used as weights, but does publish what is called a *relative importance* for each commodity and commodity grouping. The relative importance of an item represents its basic value weight, including any imputations, multiplied by the relative of price change from the weight date to the date of the relative importance calculation, expressed as a percentage of the total value weight for the all-commodities category. Data showing the relative importance of commodity groupings with respect to the three major SOP groupings also are available. In addition, the Bureau calculates relative importance data for December of each year. Except when entirely new weights are introduced from the latest industrial censuses, or when sample change affects a given grouping, relative importance data usually change from one December to another solely because of relative price movements. The relative importance of a commodity will rise if its price rises faster than the all-commodities index; conversely, a commodity whose price falls or rises less than the all-commodities index will show a smaller relative importance. The Bureau does not, however, use published relative importance data as fixed inputs to the calculation of monthly price indexes. Rather, each commodity's actual weight value fluctuates each month in accordance with its previous price movements. Theoretically, the Bureau could calculate and publish a new set of relative importance data every month. Relative importance data for any given commodity grouping also change when the

grouping's components are subjected to a sample change.

Commodity-based SOP indexes. For commodity-based SOP indexes, weights are allocated to detailed SOP indexes at the subproduct class (that is, six-digit) level of commodity code series. These detailed SOP indexes are in turn aggregated to broader SOP indexes, such as the index for finished goods, and also to SOP indexes for special groupings, such as the index for finished goods excluding foods and energy. Allocations of subproduct classes to detailed SOP indexes appear in a table of relative importance data published in the annual supplement to the monthly *PPI Detailed Report* (formerly *Producer Price Indexes*).

The value weight of a single subproduct class may be allocated among several different commodity-based SOP categories to reflect different classes of buyers. For example, a portion of the value weight of the citrus fruits index has been assigned to the index for crude foodstuffs and feedstuffs to represent the proportion of citrus fruit sold to food processors; most of the rest of the value weight for this grouping has been assigned to the index for finished consumer foods. The allocations of these value weights to various SOP categories are currently based on input-output studies for 1992 conducted by the Bureau of Economic Analysis. The relative value weights within any subproduct class are the same as the relative value weights for subproduct classes within the commodity classification scheme.

Missing prices

If no price report from a participating company has been received in a particular month, the change in the price of the associated item will, in general, be estimated by averaging the price changes for the other items within the same cell (that is, for the same kind of products) for which price reports have been received.

Rounding policy

Whenever rounding is performed to prepare PPI data for publication, the data are rounded to the nearest tenth of a decimal place. To derive monthly or annual average indexes, BLS bases its calculations on unrounded data; index figures are rounded during the final step only. Before 1991, annual averages for index series based on commodity code data were calculated with the use of the rounded published indexes for the individual months; this is no longer the case. Annual averages for industry and product indexes always have been based on unrounded indexes.

To derive seasonally adjusted indexes, unadjusted rounded published data are divided by rounded seasonal factors; the resulting seasonally adjusted index data are then rounded for publication.

When the Bureau displays percent changes in association with any index data (whether unadjusted or seasonally adjusted), the changes are calculated on the basis of the published rounded indexes.

Seasonal adjustment

PPI series are selected for seasonal adjustment if statistical tests indicate that the series are subject to seasonality and if there is an economic rationale for the observed seasonality. Both indexes and rates of change can be published on a seasonally adjusted basis.

Direct and aggregative adjustment. Commodity code series are seasonally adjusted by applying the X-12 ARIMA procedure, based on a multiplicative model, to data for the latest 8 calendar years.⁷ Seasonal factors for the latest full calendar year are used to generate adjusted data for the current year. Commodity-based SOP series, however, are adjusted by the indirect or aggregative method, which is more appropriate than direct adjustment for broad categories whose component series show strongly different seasonal patterns. Under the aggregative method, direct adjustment is first applied to indexes at lower levels of detail, and the adjusted detail is then aggregated up to yield the broad SOP index. (For detailed series that have not been selected for seasonal adjustment, the original, unadjusted data are used in the aggregation process.)

Intervention. Some index series show erratic behavior that can cause problems in making an accurate seasonal adjustment. An index series whose underlying trend has undergone a sharp and long-lasting shift will generate distorted results when put through the X-12 ARIMA procedure. Shifts in trend have been observed, for example, when petroleum prices have reacted to major policy changes instituted by the Organization of Petroleum Exporting Countries (OPEC) cartel—a recurring event that takes place at infrequent and irregular intervals. Another kind of distorting change may occur when the seasonal pattern itself changes, as often happens when many firms within an industry decide to change the months of the year in which they will institute their regular price increases.

In order to compensate for those instances in which such distortions are both substantial and identifiable, an established method of intervention analysis, developed at the Bureau, sometimes is applied.⁸ In recent years, the Bureau has used intervention analysis in seasonal adjustment for various refined petroleum products, passenger cars, and tobacco products. Broad SOP indexes that are adjusted by the aggregative method and that have been affected by such distortions are corrected by applying intervention analysis to those component detailed series in which the problem has been observed.

⁷ A general description of how seasonal adjustment procedures are typically applied at the Bureau is given in appendix A at the end of this handbook.

⁸ See J. A. Buszuwski and S. Scott, "On the Use of Intervention Analysis in Seasonal Adjustment," *Proceedings of the Business and Economics Section*, American Statistical Association, 1988.

Analysis and Presentation

Analysis

In 1978, as the transition to the current methodology began, the Bureau also shifted its analytical focus. Prior to that time, the Bureau's economic analysis had focused on the all-commodities index, the industrial commodities index, and indexes for other highly aggregated major commodity groupings. During the 1970s, however, when price changes were particularly volatile, it became clear that these indexes were subject to a bias from the multiple counting of price changes. In brief, a multiple-counting bias means that price changes for components that go through many stages of processing have an excessive influence on aggregate index series. This problem is common among highly aggregated traditional commodity groupings because they are calculated from price changes of commodities at several stages of processing, wherein each individual price change is weighted by its total gross value of shipments in the weight-base year.

To illustrate the multiple-counting problem, suppose that the price of cotton rises sharply. If the price increase is passed through by spinners of cotton yarn, then by weavers of gray cotton fabric, then by producers of finished cotton fabric, and, finally, by shirt manufacturers, the single price increase for the raw material cotton would have been included five times in the all-commodities index and four times in both the industrial commodities category and the major commodity group for textile products and apparel. Inasmuch as prices throughout the economy are always changing at different rates, multiple counting can result in rates of change for aggregated price indexes that are highly misleading, both because prices of raw materials tend to be more volatile than prices of finished goods and because gross output values are used as weights for major commodity groups. (Less aggregated commodity grouping indexes that cover only an SOP are not affected by this multiple-counting defect.)

Commodity-based SOP indexes are currently the central classification structure used by the Bureau for analyzing producer price trends in the general economy because they minimize the multiple-counting problem. In particular, since 1978, the Bureau has stressed the Finished Goods Price Index as the single most important index. This index measures inflation in consumer and capital goods, upon which demand for materials and other inputs depends. Both the Finished Goods Price Index and the Crude Materials for Further Processing Index are largely free of multiple-counting problems, because they are rather strictly defined. The Intermediate Materials, Supplies, and Components Index, however, is a residual, encompassing everything that cannot fit into one of the other two major SOP categories. This index, therefore, includes several different steps in the production process (three in the preceding example involving cotton) and is affected by the multiple-counting problem.

Presentation

Producer price indexes usually are issued in the second or third week of the month following the reference month. The

specific monthly dates for each year are announced prior to the beginning of each calendar year and are determined by the pricing date of the previous month. All PPIs are available at the time of the release, 8:30 A.M., and are considered officially published at that time. Data may be obtained over the Internet or by contacting the PPI program staff.

In 1995, the Bureau began posting PPI time series data, news releases, and technical materials to its Web site (www.bls.gov/ppi). The PPI homepage provides mechanisms that permit users to download, in either HTML or text format, nearly all current and discontinued PPI time series data. The Web site also provides access to PPI news releases, which focus on the SOP categories and the commodity indexes leading changes in the SOP indexes. Over time, many PPI reference files, as well as explanatory documents, also have been added to the Web site.

For those who prefer printed publications, a summary of the PPI news release, available without charge from the Bureau, is available through the mail. This document provides the most recent data for all SOP indexes and for selected major commodity groupings that make up the bulk of these indexes.

The monthly *PPI Detailed Report* is published in print several weeks after the news release date and is available to the public from the U.S. Government Printing Office on a paid subscription basis. This report includes most indexes within the PPI family of indexes that are not seasonally adjusted. The *Detailed Report* also shows yearly percent changes, unadjusted monthly percent changes, and a few seasonally adjusted indexes and percent changes. In addition, the publication contains a narrative section explaining the most significant price movements within major SOP and industry groups for that month. When appropriate, special technical articles discuss the latest changes in the PPI sample (usually effective in January and July of each year), updates in seasonal adjustment factors or weights, or other changes in methodology or presentation. Occasionally, a longer article provides a more indepth explanation of the economic background underlying recently observed price movements. A subscription to this periodical also includes an annual supplement, typically mailed to subscribers in the summer of the year following the reference year. The supplement provides final monthly indexes and annual averages for the calendar year, as well as tables of relative importance data effective December of that year. Neither the monthly periodical nor the annual supplement includes information on actual dollar prices for any item.

Seasonally adjusted data. Because price data are used for different purposes by different groups, the Bureau publishes seasonally adjusted, as well as unadjusted, data each month. For economic analysis of price trends, seasonally adjusted data usually are preferred because they are designed to eliminate the effect of changes that normally occur at about the same time and in about the same magnitude each year. Among such changes are price movements resulting from (1) normal

weather patterns, (2) regular production and marketing cycles, (3) model changeovers, (4) seasonal discounts, and (5) holidays. Data that are seasonally adjusted can therefore reveal long-term or cyclical trends more clearly.

The economic analysis that the Bureau conducts for PPI data normally is based on seasonally adjusted data. Unadjusted data are used for analysis when a series has not been selected for seasonal adjustment. Because seasonal adjustment is a tool for enhancing economic analysis, index series that the Bureau deemphasizes for the purpose of economic analysis are deliberately *not* calculated on a seasonally adjusted basis. In particular, those producer price indexes subject to the multiple-counting problem described earlier, such as the all-commodities index and the indexes for the major commodity groups, are not available on a seasonally adjusted basis.

The unadjusted versions of PPI data are of primary interest to those who need information that can be more readily related to the dollar values of transactions. For example, unadjusted data are used in price escalation clauses of long-term sales or purchase contracts.

The latest 5 years of seasonally adjusted data are revised at the beginning of each year. The revision is carried out in addition to the 4-month revision, discussed next, which applies to all PPI data, seasonally adjusted or unadjusted. The newly revised 5-year histories for seasonally adjusted data are made available with the release of January data in mid-February of each year.

Revised data. All unadjusted Producer Price Indexes are routinely subject to revision only once, 4 months after original publication, to reflect late reports and corrections by company respondents. Once revised, indexes are considered final. The Bureau does not use the term “preliminary” to describe the originally released PPI numbers, because “preliminary” usually describes data that are based on a small sample of information and that are typically subject to large revisions. When Producer Price Indexes are first released, they are typically based on a substantial portion of the total number of returns that eventually will be received from respondents; hence, subsequent revisions are normally minor, especially at the more highly aggregated grouping levels. “First published” and “originally released” are more appropriate terms than “preliminary.” Changes in previously published data caused by a processing error are so indicated in a subsequent news release or *Detailed Report*; such occurrences are rare.

Calculating index changes. Movements of price indexes from one month to another usually should be expressed as percent changes, rather than as changes in index points, because the latter are affected by the level of the index in relation to its base period, while the former are not. Each index measures price changes from a reference period defined to equal 100.0. The current standard base period for

most commodity-oriented PPI series is 1982, but many indexes that began after 1982 are based on the month of their introduction. The following tabulation shows an example of the computation of index point and percent changes:

<i>Index point change</i>	
Current Finished Goods Price Index	121.3
Less previous Finished Goods Price Index	118.5
Equals index point change	2.8

<i>Index percent change</i>	
Index point change	2.8
Divided by previous Finished Goods Price Index	118.5
Equals	0.024
Multiplied by 100	0.024 x 100
Equals percent change	2.4

An increase of 20 percent from the base period in the Finished Goods Price Index, for example, is shown as 120.0, which can be expressed in dollars as follows: “Prices received by domestic producers of a systematic sample of finished goods have risen from \$100 in 1982 to \$120 today.” Likewise, a current index of 133.3 would indicate that prices received by producers of finished goods today are one-third higher than what they were in 1982.

From time to time, the Bureau updates its standard base period. The change to the base 1982 = 100 occurred in January 1988; before that, 1967 was used as the standard base year. For reasons explained earlier, any change in the standard reference base period leaves calculations of percent change for any index virtually unaffected. However, care must be taken to ensure that indexes referring to one base period are not being incorrectly compared against indexes for the same series expressed with reference to a different base period.

Uses and Limitations

Producer price indexes are used for many purposes by government, business, labor, universities, and other kinds of organizations, as well as by members of the general public.

Economic indicator

The Finished Goods Price Index is one of the Nation’s most closely watched indicators of economic health. Movements in this index are often considered to presage similar changes in inflation rates for retail markets, as measured by the Bureau’s Consumer Price Index. Still, there are many reasons why short-term movements in the PPI and the CPI may diverge. For example, by definition, the Finished Goods Price Index excludes services, which constitute a major portion of the CPI. Similarly, the Producer Price Index does not measure changes in prices for imported goods, whereas the Consumer Price Index includes imports. Conversely, the CPI does not capture changes in capital equipment prices, a major component of the Finished Goods Price Index. Finally, large swings in producer prices for foods and other items may be considerably dampened by the time retail prices are measured.

Other commodity-based SOP price indexes besides the Finished Goods Price Index also are used for general economic analysis. Because prices for food and energy have tended to be so erratic in recent years, some economists prefer to focus attention on an index measuring prices for finished goods other than foods and energy as a better measure of the so-called core or underlying rate of inflation. The Index for Intermediate Materials, Supplies, and Components is closely followed as an indicator of material cost pressures that may later appear in the Finished Goods Price Index or the CPI. The Index for Crude Materials Other than Foods and Energy is quite sensitive to shifts in total demand and can be a leading indicator of the state of the economy; its limited scope, however, makes it less reliable as an indicator of future inflation in general. The SOP structures are especially well suited for analysis of the inflation transmission process.

Deflator

Producer Price Index data for capital equipment are used by the Department of Commerce to calculate the gross domestic product (GDP) deflator and many of its components. PPI data at all levels of industry and commodity aggregation can be used to deflate dollar values expressed in current dollars to constant-dollar values for a variety of economic time series, such as inventories, sales, shipments, and capital equipment replacement costs. To illustrate the deflation concept, suppose that nominal values of shipments for a given industry have doubled over a 10-year span. If the Producer Price Index for that same industry has tripled over the same span, then the “real” (that is, inflation-adjusted) value of shipments for that industry has actually declined; higher prices would more than account for the doubling of dollar shipment values, and physical volume would have implicitly fallen.

Private business uses

Private business firms use PPI data to assist their operations in a variety of ways, in addition to using the data for general economic analysis or deflation as just discussed. Producer price indexes are frequently cited in price escalation clauses of long-term sales or purchase contracts as a means of protecting both the buyer and the seller from unanticipated surges or drops in prices. For example, an escalation clause might specify that the price for x number of widgets being sold by company A to company B each year will go up or down by a specified fraction of the percentage change in material costs, as measured by one or more specified producer price indexes (often in conjunction with the change in a measure of labor costs, such as the Employment Cost Index). Hundreds of billions of dollars in contract values are tied to producer price indexes through these price escalation clauses, which are common in both government and private sector contracts.

Private companies also can use PPI data to compare changes in material costs they incur against changes in the PPI for the material in question. By the same token, they can compare changes in the prices they charge for their own output with changes in the PPI for the same kind of product.

PPI information also is employed in econometric models, in forecasting, in market analysis, and in academic research. PPIs are frequently used in last in, first out (LIFO) inventory accounting systems by firms wishing to avoid the kind of “phantom profits” that might appear on their books with a first in, first out (FIFO) system.

Discontinued data

Those wishing to follow PPI data for a particular series over a prolonged timespan should be aware that the Bureau is more likely to discontinue highly detailed indexes than aggregated indexes. During the industry resampling process described earlier, for example, an industry index is commonly

kept continuous before and after the resampling process is completed, whereas indexes for detailed products within that industry may be discontinued and replaced by items that are new or that previously had not been selected for tracking. BLS publication of finely detailed indexes also may be vulnerable to temporary suspension of publication, due to low response rates. When a detailed index disappears either temporarily or permanently, the Bureau routinely recommends that users who had been following that index either choose another detailed index within the same product grouping or switch their attention to a more highly aggregated grouping index.

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The Bureau of Labor Statistics will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law.

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.

Form Approved
O.M.B. No. 1220-0008
Disclosure Statement located on Form 1810-A.

SU ID:

Item Num:

SIC 2761 – MANIFOLD BUSINESS FORMS

PRODUCT CHECKLIST

-PAGES 2-4

DEFINITIONS

-PAGES 5-6

INDUSTRY DEFINITION

This industry is made up of establishments primarily engaged in designing and printing, by any process, special forms for use in the operation of a business, in single and multiple sets, including carbonized or interleaved with carbon or otherwise processed for multiple reproduction. It also includes establishments engaged in the manufacture of manifold books, including pegboard accounting systems. Business forms or aids that do not contain their own method of reproduction are excluded from the Manifold Business Forms industry.

The following products are included in SIC 2761:

Autographic register forms	Fanfold forms
Business forms, manifold (stock)	Sales books
Computer forms, manifold or continuous	Strip forms
Continuous forms, office and business: carbonized or multiple reproduction	Tabulating card set forms (business forms)
	Unit set forms (manifold business forms)

NORTH AMERICAN INDUSTRIAL CLASSIFICATION SYSTEM (NAICS)

323116 Manifold Business Form Printing

This US industry comprises establishments that are primarily engaged in the printing of special forms, including checkbooks, for use in the operation of a business. The forms may be in single and multiple sets, including carbonized, interleaved with carbon, or otherwise processed for multiple reproduction.

EXCLUDED FROM THIS INDUSTRY ARE THE FOLLOWING:

Commercial Printing, Lithographic (SIC 2752)	Carbon Paper and Inked Ribbons (SIC 3955)
Commercial Printing, Gravure (SIC 2754)	(includes carbon paper, spirit or gelatin and other stencil paper, and inked carbon ribbon for business machines)
Commercial Printing, N.E.C. (SIC 2759)	

SPECIAL INSTRUCTIONS

It is especially important to distinguish between those establishments whose plurality of revenue comes from other types of commercial printing and those establishments whose plurality of revenue comes from the manufacture or printing of manifold business forms. Data collection within SIC's 2752, 2754, and 2759 indicates that establishments sampled in those industries may actually belong in SIC 2761. It is reasonable to expect that some establishments sampled in SIC 2761 may belong in the commercial printing industries. Take checklists for SIC's 2752, 2754, and 2759 with you to the interview, since these SIC's are similar to SIC 2761.

CHECKLIST CODE: D2761

CHECKLIST TITLE: MANIFOLD BUSINESS FORMS

01 PRODUCT

UNIT SET FORMS

- 001 Unit set form and label combination
- 002 Stock unit set form with one-time carbon
- 003 Stock unit set form, carbonless
- 004 Custom unit set form with one-time carbon
- 005 Custom unit set form, carbonless
- 006 Other unit set form

007 Tabulating card set

MANIFOLD BOOKS/ACCOUNTING SYSTEMS

- 008 Pegboard accounting system
- 009 Sales book
- 010 Other manifold book/accounting system

CUSTOM CONTINUOUS FORMS

- 011 Custom continuous form and label combination
- 012 Jumbo roll-feed custom continuous form
- 013 Custom continuous self-mailer form, peel back
- 014 Custom continuous self-mailer form, insert
- 015 Other custom continuous self-mailer form

- 016 One part custom continuous form with product affixed
- 017 Other one part custom continuous form

- 018 Multiple part custom continuous form with one-time carbon
- 019 Multiple part custom continuous form, carbonless
- 020 Other custom continuous form

STOCK CONTINUOUS FORMS

- 021 Stock continuous form and label combination
- 022 Jumbo roll-feed stock continuous form
- 023 One part stock continuous form
- 024 Multiple part stock continuous form with one-time carbon
- 025 Multiple part stock continuous form, carbonless
- 026 Other stock continuous form

027 Other manifold business form, n.e.c.

02 TYPE OF PRODUCTION

- 001 Primary product
- 002 Resale

03 ITEM / PRODUCTION DETAILS

ITEM IDENTIFICATION

001 Job/order number

002 Customer name/ID

003 Other item ID

TYPE OF ORDER

- 004 Original order
- 005 Reorder

CONSTRUCTION

BUSINESS FORMS

- 006 Loose construction
- 007 Bound construction
- 008 Single stub construction
- 009 Double stub construction
- 010 Other business form construction

TABULATING CARDS

- 011 Medial strip construction
- 012 Slide voucher construction
- 013 Top voucher construction
- 014 Bottom voucher construction
- 015 Other tabulating card construction

PAPER

016 Basis weight

lb.

PAPER SIZE

- 017 8 1/2" X 11" paper
- 018 17" X 22" paper
- 019 Other paper size

paper

GLUING

- 020 One-side gluing
- 021 Two-side gluing
- 022 Line gluing
- 023 Spot gluing
- 024 Cold gluing
- 025 Reusable gluing (remoistenable)
- 026 Multi-link construction gluing
- 027 Extra singles
- 028 Tipping
- 029 Open-end gluing
- 030 Glued carbon extraction margin

03 ITEM / PRODUCTION DETAILS CON'T

- 031 Drop gluing
- 032 Other gluing

-
- 033 Roll change required
 - 034 Color sequence
-
-
-
-

04 OTHER PRODUCT DETAILS

PRIMARY INK

- 001 Black ink only
 - 002 Other color(s)
-

SPECIAL INKS (Specify Color)

- 003 Strike-in
-

- 004 Over print
-

- 005 Magnetic print
-

- 006 Sensitizing ink
 - 007 Desensitizing ink
 - 008 Marginal words
-

- 009 Back printing
-

- 010 OCR ink
 - 011 Read ink
 - 012 Non-read ink
 - 013 Other special ink
-

FASTENING

- 014 Crimped
 - 015 Stapled
 - 016 Sewed
 - 017 Special proprietary fastening
 - 018 Other fastening
-

TRANSFER TAPE

- 019 Permanent adhesive transfer tape
 - 020 Removable adhesive transfer tape
 - 021 Other transfer tape
-

PRINTING PROCESS

- 022 Flexographic printing process
 - 023 Gravure printing process
 - 024 Letterpress printing process
 - 025 Offset (lithographic) printing process
 - 026 Rotogravure printing process
 - 027 Screen printing process
 - 028 Other printing process,
-

CARBON

- 029 Weight
-

carbon weight

- 030 Medium grade carbon
 - 031 Other grade carbon
-

grade

- 032 Black carbon
 - 033 Other color carbon
-

carbon

SPECIAL CARBON

- 034 Carbon compatible with chemical carbonless paper
 - 035 Double faced carbon
 - 036 Non-bleed carbon
 - 037 Non-freeze carbon
 - 038 Non-processed carbon
 - 039 OCR carbon
 - 040 One-time carbon
 - 041 Reusable carbon
 - 042 Other special carbon,
-

CARBON FEATURES

- 043 Die cut carbon
 - 044 Extra carbon within set
 - 045 Elimination of carbon on face or back
 - 046 Exposed carbon on face or back
 - 047 Other carbon features
-
-

CHECKLIST CODE: D2761

CHECKLIST TITLE: MANIFOLD BUSINESS FORMS

05 OTHER FEATURES

COMMENTS

001 _____

DEFINITIONS

AUTOGRAPHIC REGISTER – A device used to produce a sales receipt and duplicate on a continuous roll of paper. A compartment is provided in the register for storing the duplicate.

BACK PRINTING – Printing on the reverse side of sheet or part. It is normally screened in gray ink so that the print on the back will not show through to the front. Also known as “Backer”, “reverse printing”, and “side printing”.

BUSINESS FORM – (1) Any material which has been printed or otherwise especially prepared in a predetermined format for the primary purpose of facilitating the entry of variable information. Such written information may be hand or machine entered. Blank paper may be included, especially if it is continuous and has undergone some manufacturing operation, such as punching or perforation. (2) More specifically, a document bearing instructions with repetitive information printed in fixed positions to save writing and reference time.

CAMERA-READY COPY – Artwork, type, rules, etc. ready to be photographed for reproduction without further alteration.

CARBON PAPER – A tissue coated with pigment for the purpose of transferring an image under impact or pressure.

CARBON-INTERLEAVED FORM – Any continuous or unit set containing carbon for image transfer.

CARBONIZED PAPER – Paper part of a form to which a carbon coating has been directly applied to the back side. It is used in specialized instances to effect good write-through at low cost.

CARBONLESS PAPER – Any paper stock coated, manufactured or treated to provide part-to-part imaging without use of carbon interleaves or carbon-type coating.

COLLATE – To assemble the various parts of a form set in a prescribed order.

COMPOSITION – Assembly of camera-ready art (type rules and other form components, such as screens, logos, etc.) to be used in the production of the form.

CONSTANT DATA – Preprinted information on a form which does not change.

CONTINUOUS FORM – Form manufactured from a continuous web of paper which is not cut into units prior to execution. In terms of materials, a continuous form may be carbon interleaved, non-carbon interleaved, or carbonless.

CONTINUOUS SELF-MAILER – Specialized continuous forms product incorporating both the insert and envelope in one unit for simultaneous writing and subsequent mailing.

CRIMP – Temporary form fastening consisting of tiny fingers of paper normally cut through at the margins of all parts being fastened.

CROSS WEB PERFORATION – On continuous forms, perforations cut at right angles to the paper web direction, normally those defining the individual form; also known as “between set perforations”.

CUSTOM FORM – Form manufactured to client order in all respects, versus a stock form imprint.

DESENSITIZE – To coat the surface of a carbonless paper or duplicating master with a material that inhibits image production.

DIE-CUT CARBON – One-time carbon which has portions cut out for withholding information.

DOUBLE-FACED CARBON – Carbon coated fully or partially on both sides.

DOUBLE STUB SET – Unit set containing two stubs. Double stub construction is usually for the purpose of creating two subsets after the first writing and subsequent separation.

FANFOLD – A type of continuous form made from a single wide paper web that is first folder longitudinally to form the desired number of parts, then zigzag folded.

FLEXOGRAPHY – Relief printing method using flexible plates and fast drying inks.

FUGITIVE GLUE – A rubber-like cement sometimes used as a temporary forms fastening.

HALFTONE – A reproduction of continuous tone such as a photograph, with an image formed by dots of various sizes.

HOT MELT GLUE – Fast setting adhesive for fastening continuous forms on the collator.

HOT SPOT CARBONIZING – Application of carbon ink portion of the back of a form, as technique of obtaining selective write-through without interleaves.

INTERLEAVE – Accessory sheet between parts of a form set, normally carbon, to effect write-through.

LETTERPRESS – Printing process which employs a relief or raised, inked image which comes into direct contact with the material being printed.

LITHOGRAPHY – Printing process in which the printing and non-printing areas on the printing plate are in the same plane (even surface). This process works on the principle that oil and water do not mix.

MICR – Magnetic Ink Character Recognition. This is an automatic data entry system making use of stylized characters which are imprinted on checks and other documents according to strict American Bankers Association specifications.

MANIFOLD BOOK – Same as salesbook; generally, a bound set of forms intended for manual writing with hand-inserted reusable carbon.

MODULUS – Self checking number system, which has a value or digit associated with a number or numeric field (usually suffixed) which is used for automatic checking for errors in transcription, transmission, or in reading into the system.

OCR – Optical Character Recognition machine, reading by optical means of printed human-readable characters (as opposed to optical Mark reading or optical Bar Code reading).

PEGBOARD FORM – A form designed and manufactured for use in a one-write system using a pegboard for registration of two or more forms. Pegboard forms have a row of holes along one or both sides, which correspond to the pins on the pegboard. Shape and spacing of pins vary considerably among manufacturers. This form is commonly used in accounting applications.

REMOISENABLE GLUE – Glue which may be made sticky again by wetting.

SPOT GLUING – A forms fastening consisting of dots of glue applied on the collator.

UNIT SET – Individual forms sets with parts firmly held together by means of a detachable glued stub or edge padding.

TRANSACTION INFORMATION

MARKET/INTRA-COMPANY TRANSACTION

- Market sale
- Intra-company transfer
- Same price to both

DOMESTIC/FOREIGN BUYER

- Domestic buyer
- Foreign buyer
- Same price to both

TYPE OF BUYER

- Retailer
- Service organization (including finance and real estate)
- Wholesaler
- Manufacturer
- Same price to all
- Other

Type of Buyer Code: _____

BLS CONTRACT: YES NO

CONTRACT TERMS

- No Contract
- Other

SIZE OF SHIPMENT/ORDER

- Price Determining:** Yes No
- Size of Shipment:**
- Other

- Size of Order**
- Other

FREIGHT TYPE

- Not Applicable
- FOB Factory
- Delivered
- Delivered _____

ITEM PRICE:

TYPE OF PRICE

- Net transaction (actual shipment)
- Net (list minus all adjustments indicated)
- Estimated net
- Average price
- List (some adjustments indicated)
- List
- Other

*NOTE: For average prices, enter basis of average in
Comments*

UNIT OF MEASURE

- Job
- Order
- Roll
- Carton
- Form
- Other

REPRICING CYCLE

Jan	M F O S	Jul	M F O S
Feb	M F O S	Aug	M F O S
Mar	M F O S	Sep	M F O S
Apr	M F O S	Oct	M F O S
May	M F O S	Nov	M F O S
Jun	M F O S	Dec	M F O S

COMMENTS

ADJUSTMENTS TO PRICE WORKSHEET

CASH DISCOUNT

None currently in effect
Respondent name for discount,

Complete cash discount structure,

CASH SURCHARGE

Respondent name for surcharge,

Complete cash surcharge structure,

COMPETITIVE DISCOUNT

None currently in effect
Respondent name for discount,

Standard discount
Amount,

Price reductions vary with market conditions
Average amount,

Reported price reflects market condition reductions

SEASONAL DISCOUNT

None currently in effect
Respondent name for discount,

Discount on shipments
Discount on orders
Complete seasonal discount structure,

Adjustment factor, by month, where applicable

Jan _____	Jul _____
Feb _____	Aug _____
Mar _____	Sep _____
Apr _____	Oct _____
May _____	Nov _____
Jun _____	Dec _____

TRADE DISCOUNT

Respondent name for discount

Amount,

Terms,

QUANTITY DISCOUNT

Respondent name for discount

Amount,

Terms,

Discount on shipments
Discount on orders
Discount on both shipments and orders

OTHER DISCOUNT

None currently in effect
Type of discount,

Amount,

Terms,

OTHER DISCOUNT

None currently in effect
Type of discount,

Amount,

Terms,

OTHER SURCHARGE

None currently in effect
Type of discount,

Amount,

Terms,

ADJUSTMENTS TO PRICE

___ Adj None (No adjustments to price)

Adj Type	Adj Amount Terms	Adj Category	Adj Rep Applied	Adj Order Applied	Adj Sign	Adj Factor	Adj Seas Flag
			Y N		* + — %		Y N
Cash Discount		D	Y N		* + — %		Y N
Cash surcharge		S	Y N		* + — %		Y N
Competitive		D	Y N		* + — %		Y N
Seasonal		D	Y N		* + — %		Y N
Trade		D	Y N		* + — %		Y N
Quantity		D S	Y N		* + — %		Y N
		D S	Y N		* + — %		Y N
		D S	Y N		* + — %		Y N
		D S	Y N		* + — %		Y N
		D S	Y N		* + — %		Y N
		D S	Y N		* + — %		Y N
		D S	Y N		* + — %		Y N

(See Worksheet)

REPORTER ADDRESS INFORMATION

Reporter Name: _____ Reporter Phone: _____

Reporter Title: _____ Reporter Fax: _____

Reporter Company: _____ Reporter Internet Id: _____

Reporter Address Street: _____

Reporter Address City: _____ Reporter Address State: _____ Reporter Address Zip: _____

Overlap Reporter Code: _____



The Bureau of Labor Statistics will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law.

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

**Form Approved
O.M.B. 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 18 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 SENT 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 changes added to price

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

Freight changes 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 charges 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.

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

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.

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.

INFORMATION FOR THE PRODUCER PRICE INDEXES

INSTRUCTIONS

THIS FORM IS MACHINE PROCESSED.
 Limitations imposed by Bureau processing equipment restrict recognition of blue entries. 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 markup.

Further instructions are shown on the reverse side of this form. If you have any questions concerning completion of this form, please call collect:

202-691-XXXX

Please use the enclosed postage-free envelope or send to: U.S. Department of Labor
 Commissioner of Labor Statistics
 2 Massachusetts Avenue N.E., Code 47
 Washington D.C. 20212-0001

REMARKS

Have the Item/Service Description, Adjustments to Price, Terms of Transaction, or Previously Reported Prices changed since your last report? YES NO
 If 'YES', please also enter the necessary changes.

ITEM DESCRIPTION

TERMS OF TRANSACTION

TYPE OF SALE:
 DOMESTIC/FOREIGN BUYER:
 TYPE OF BUYER:
 SHIPMENT/CONTRACT TERMS:
 SIZE OF SHIPMENT:
 UNIT OF MEASURE:

ADJUSTMENTS TO PRICE

TYPE OF DISCOUNT:

TYPE OF SURCHARGE:

VALUE/TERMS

ALREADY APPLIED TO REPORTED PRICE

THE LATEST TYPE OF PRICE REPORTED WAS (Price for actual shipments are desired):

NET TRANSACTION (ACTUAL SHIPMENT)

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.

	PREVIOUSLY REPORTED PRICES	CORRECTIONS
ON January 14, 2003 THE PRICE WAS	\$X.XXXX	_____
ON February 11, 2003 THE PRICE WAS	\$X.XXXX	_____
ON March 11, 2003 THE PRICE WAS	\$X.XXXX	_____
ON April 15, 2003 THE PRICE WAS	\$X.XXXX	_____

Did the price change between April 15, 2003 and May 13, 2003?

If 'YES', please report the price of the last shipment since May 1 YES NO
 If there was no shipment in May, please estimate the YES NO
 Price you would have charged on May 13, 20031.

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

\$ DOLLARS CENTS
, .

PER JOB

REPORTER NAME
 REPORTER TITLE
 COMPANY NAME
 STREET ADDRESS
 CITY, STATE
 ZIP CODE

SE/OC MMMMMMMMMMMMM