QSS-L1
(02-04-2021)

UNITED STATES DEPARTMENT OF COMMERCE
U.S. Census Bureau
Office of the Director
Washington, DC 20233-0001

A Message from the Acting Director, U.S. Census Bureau:

Your firm has been selected to participate in the **Quarterly Services Survey**. The U.S. Census Bureau's mission is to serve as the leading source of quality data about the nation's people and economy. This survey produces one of the Census Bureau's many important economic measurements. Data from this survey provide business leaders and policy makers with an up-to-date picture of the nation's economic condition and are a key element in estimating the quarterly Gross Domestic Product (GDP).

We invite you to browse through the wealth of data available through the Census Bureau's website. Start by viewing this survey's results at: https://census.gov/services/index.html.

Please follow these steps to complete the survey:

1. **Use** the enclosed form as a worksheet prior to filling out the survey online.
2. **Register** OR **sign in** at https://portal.census.gov
3. **Add** your authentication code, which is printed on the front page of the enclosed form.
4. **Report** by clicking on "REPORT NOW." You can return to your account over multiple sessions to complete the survey.

Online reporting is easy, reduces costs, and decreases processing times. You may elect to return the completed form in the enclosed envelope instead of responding online.

YOUR RESPONSE WILL BE KEPT STRICTLY CONFIDENTIAL. Information about the authority, confidentiality, and burden of this data collection can be found on the back of this letter.

For assistance with completing this survey, please sign into your Census Bureau account or call our customer help line at 1-800-772-7851, Monday through Friday, 8:30 a.m. to 5:00 p.m. Eastern time.

Thank you in advance for your time and participation, and for helping the U.S. Census Bureau measure America's people and economy.

Sincerely,

Ron S. Jarmin
Acting Director

Enclosures

OMB Number

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0907 and appears in the top right corner of the paper survey form or each online reporting screen. Without this approval, we could not conduct this survey.

Authority and Confidentiality

Title 13, United States Code, Sections 131 and 182, authorizes the U.S. Census Bureau to conduct this collection and to request your voluntary assistance. The Census Bureau is required by Section 9 of the same law to keep your information confidential and use your responses only to produce statistics. The Census Bureau is not permitted to publicly release your responses in a way that could identify your business, organization, or institution. Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.

Burden Estimate Statement

We estimate the Quarterly Services Survey will take between 10 and 15 minutes to complete. Factors such as company size, complexity and activity will affect your actual time to complete the survey. This estimate includes the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the survey.