

CONFIDENTIAL



Inquires to:
Direct Dial
021 453 5447
LoCall 1890 313 414
Fax 021 453 5451
email wpi@cs0.ie
Website <http://www.cs0.ie>

Please specify the following details:

Name of company:
Address:



Reply to:
Wholesale Prices Section
Central Statistics Office
Skehard Road
Cork

Tel: 021-453 5447

Producer Price Index
(New entrants to survey)

Instructions

This form is to be completed by companies who are responding to the Producer Price Survey for the **first time**. The Central Statistics Office is currently updating the panel of companies that is used in the compilation of the Producer Price Index. Instructions on how to complete this form are provided. Your co-operation with this survey is greatly appreciated.

1. Product Category:

Please provide a general description of your companies main products **partially or fully manufactured in Ireland** (see example overleaf). These products should be suitable for pricing each month. The tariff codes of the selected products would be very helpful if they were available, especially for items that are not well known consumer items. Pictures or brochures would also be of assistance to us in identifying such items.

If your company sells a product category to the export market please indicate the approximate percentage breakdown of home/export sales value.

2. Detailed Specification of Selected Items

Please insert sufficient detail in order that the item is easily identifiable to the person(s) who will be returning the price quotations each month.

3. Please indicate the relative importance of the selected items within the Home Sales (and Export Sales) section. An approximate percentage in terms of sales value will be adequate.

4. Trading terms

The trading terms are important also because they may affect the price of a product. For example a company may sell in bulk to an intermediary who in turn sells to smaller customers. If the company decides to sell directly to the smaller customers then there may be a price increase to cater for additional management and transport costs. For the purpose of computing a Producer Price Index, the item would have to be regarded as a new item in this situation.

5. Country of Sale

For exported products please specify country of sale for main markets. **Export prices** for principal products (where applicable) are just as valid and important as home market prices. Please quote prices in the relevant currency.

6. Price

The price quoted should be the price invoiced for the product on the 15th of the month:

- excluding VAT
- before discounts or surcharges are applied
- net of direct subsidies (where applicable)
- inclusive of excise duty

Often a company's products are sold or transferred to a "related" company. The prices quoted may not be realistic or similar to the price obtained on the open market. These prices are often called "transfer" prices and should be included in this survey.

If you require assistance in completing this form, please do not hesitate to contact: Mr. Cathal Mannix , Wholesale Prices Section.

Please give the name of the person to whom the monthly form should be sent for completion:-

Name
Position in Firm Email
Telephone number Fax No.
Postal Address
(if different from above)
.....
.....

Signed

Date

Please attach any appropriate brochures, catalogues or price lists.

SAMPLE ONLY

YOU NEED NOT COMPLETE THIS PART

This is a sample of the form which you will be required to complete each month. All of the columns will be completed by this office in advance except the last column where you will enter the current months price.

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WHOLESALE PRICE INDEX- PRICE INQUIRY

WHOLESALE PRICES SECTION
SKEHARD ROAD
CORK

Phone: (021) 535447

1. Please record the prices charged by your firm on the 15th of the month specified for the products listed.
2. Quote prices
 - for the terms of sale indicated
 - before deductions of allowances or discounts
 - before addition of surcharges
 - after deduction of direct subsidies
 - exclusive of VAT.
3. Use the “notes” area to give details of any changes in the product specification of terms of sale which would distort a comparison with the price you quoted on the last occasion.
4. If any of the products or terms of sale are no longer available or representative delete the item and give details overleaf of suitable replacements.

Product Description	Terms of Sale	Disc./Surch.	Currency Home/Export Country	Unit Priced	Prices at 15/1/2002	Prices at 15/2/2002
Item (1)	Terms 30 days	-10%	Euro	Each	€100	
Item (2)	Terms 30 days	-8%	Euro	Each	€150	