Please (circle) the appropriate answers or fill in the blanks.

1. What is your form of business organization?
   - [ ] Proprietorship  
   - [ ] Partnership  
   - [ ] Corporation  
   - [ ] Sub-S Corporation

2. Please classify your major business activity using one of the categories of examples below. (If more than one applies, circle the one which contributes the most toward your gross sales or total revenues.)
   - [ ] Construction (general contractor, painting, carpentry, plumbing, heating, electrical, highway, etc.)
   - [ ] Manufacturing and mining (including dairy processor, printer, publisher, etc.)
   - [ ] Transportation, travel agency, communication, public utilities (truckers, movers, broadcasters, etc.)
   - [ ] Wholesale (including grain elevator, livestock dealer, distributor of equipment, manufacturer's rep., etc.)
   - [ ] Retail (including service station, restaurant, bar, radio and TV store, drug store, florist, apparel, etc.)
   - [ ] Agriculture, veterinarian, forestry, landscaping, fisheries, etc.
   - [ ] Financial, insurance, real estate, bank, savings & loan, etc.
   - [ ] Beauty salon, barber shop, garage, motel, hotel, repair service, bookkeeping service, photographer, funeral director, rental agency, credit bureau, laundry, etc.
   - [ ] Physician, dentist, attorney, engineer, architect, accountant, skilled nursing care facility, etc.
   - [ ] Other (please describe)

3. What is the single most important problem facing your business today? (Please circle ONE of the following.)
   - [ ] Taxes  
   - [ ] Inflation  
   - [ ] Poor sales  
   - [ ] Competition from large businesses  
   - [ ] Quality of labor  
   - [ ] Cost or availability of insurance  
   - [ ] Other (please explain)

4. Do you think the next three months will be a good time for small business to expand substantially?
   - [ ] Yes  
   - [ ] No  
   - [ ] Uncertain

4a. Why? (Circle ONE answer – most important reason.)
   - [ ] Economic conditions  
   - [ ] Sales prospects  
   - [ ] Finacing & interest rates  
   - [ ] Cost of expansion  
   - [ ] Political climate  
   - [ ] Other (please explain)

5. About the economy in general, do you think that six months from now general business conditions will be better than they are now, about the same, or worse?
   - [ ] Much better  
   - [ ] Somewhat better  
   - [ ] About the same  
   - [ ] Somewhat worse  
   - [ ] Much worse  
   - [ ] Don't know

6. During the last 3 months or calendar quarter, what were your gross sales, or revenues?
   - [ ] Under $12,500  
   - [ ] $12,500 - 24,999  
   - [ ] $25,000 - 49,999  
   - [ ] $50,000 - 87,499  
   - [ ] $87,500 - 199,999  
   - [ ] $200,000 - 374,999  
   - [ ] $375,000 - 749,999  
   - [ ] $750,000 - 1,249,999  
   - [ ] $1,250,000 or more

6a. During the last calendar quarter, was your dollar sales volume higher, lower, or about the same as it was for the quarter before?
   - [ ] Much higher  
   - [ ] Higher  
   - [ ] About the same  
   - [ ] Lower  
   - [ ] Much lower

7. Were your net earnings or income (after taxes) from your business during the last calendar quarter higher, lower, or about the same as they were for the quarter before?
   - [ ] Much higher  
   - [ ] Higher  
   - [ ] About the same  
   - [ ] Lower  
   - [ ] Much lower

7a. If higher or lower, what is the most important reason? (Circle only ONE.)
   - [ ] Sales volume  
   - [ ] Labor costs  
   - [ ] Cost of materials  
   - [ ] Insurance costs  
   - [ ] Price change for your product or service  
   - [ ] Financing costs  
   - [ ] Usual seasonal change  
   - [ ] Taxes or regulatory costs  
   - [ ] Other (specify)

8. Overall, what do you expect to happen to the real volume (number of units) of goods and/or services that you will sell during the next three months?
   - [ ] Go up a lot  
   - [ ] Go up a little  
   - [ ] Stay the same  
   - [ ] Go down a little  
   - [ ] Go down a lot  
   - [ ] Don't know
9. How are your average selling prices now compared to three months ago?
   1. Lower now  2. No difference  3. Higher now

9a. If higher or lower, by what percent, on an average?
   1. Less than 1%  2. 1.0 - 1.9%  3. 2.0 - 2.9%  4. 3.0 - 3.9%  5. 4.0 - 4.9%  6. 5.0 - 7.9%  7. 8.0 - 9.9%  8. 10% or more

10. In the next three months, do you plan to change the average selling prices of your goods and/or services?
   1. Yes, raise the prices  2. Yes, lower the prices  3. No change  4. Don't know

10a. If you raise or lower, by what percent, on average?
   1. Less than 1%  2. 1.0 - 1.9%  3. 2.0 - 2.9%  4. 3.0 - 3.9%  5. 4.0 - 4.9%  6. 5.0 - 7.9%  7. 8.0 - 9.9%  8. 10% or more  9. Don't know

11. How many employees do you have full and part-time including yourself?
   1. One  2. Two  3. 3-5  4. 6-9  5. 10-14  6. 15-19  7. 20-39  8. 40 or more

11a. In the last three months did you use temporary or leased employees (other than substitutes for sick or vacationing workers)?
   1. Yes  2. No

12. During the last three months, did the total number of employees in your firm increase, decrease, or stay about the same?
   1. Increased by _______ employee(s)  2. Decreased by _______ employee(s)  3. Stayed the same

13. If you have filled or attempted to fill any job opening in the past three months, how many qualified applicants were there for the position(s)? (Mark ONE best answer.)

14. In the next three months, do you expect to increase or decrease the total number of people working for you?
   1. Increase  2. Keep the same  3. Decrease

15. Do you have any job openings that you are not able to fill right now?
   1. Yes, for skilled labor  2. Yes, for unskilled labor  3. Yes, both skilled and unskilled labor  4. No

16. During the last three months, did you increase or decrease your inventories?
   1. Increased a lot  2. Increased  3. About the same  4. Decreased  5. Decreased a lot  6. Not appropriate

17. At the present time, do you feel your inventories are too large, about right, or inadequate?

17a. Looking ahead to the next three to six months, do you expect, on balance, to add to your inventories, keep them about the same, or decrease them?

18. If you borrow money regularly (at least once every 3 months) as part of your business activity, how does the rate of interest payable on your most recent loan compare with that paid three months ago?

18a. Are these loans easier or harder to get than they were three months ago?
   1. Easier  2. Same  3. Harder  4. Don't know

18b. Do you expect to find it easier or harder to obtain your required financing during the next three months?
   1. Easier  2. Same  3. Harder  4. Don't know

(See next page)
19. If you borrowed within the last three months for business purposes, and the loan maturity (pay back period) was 1 year or less, what interest rate did you pay? __________ % or Prime + __________

20. During the last 3 months was your firm able to satisfy it borrowing needs?
   1 Yes    2 No    3 Did not want to borrow

21. During the last 6 months has your firm made any capital expenditures to improve or purchase equipment, buildings, or land? (Check all that apply.)
   Vehicles: 1 Yes, Purchased    1 Yes, leased
   Equipment: 1 Yes, Purchased    1 Yes, leased
   Fixtures, Furniture: 1 Yes, Purchased    1 Yes, leased
   Additional Buildings, Land: 1 Yes, Purchased    1 Yes, leased
   Improved Buildings: 1 Yes, Purchased    1 Yes, leased

21a. If yes, what was the total cost of all these projects?
   1 under $1,000
   2 $1,000 - 4,999
   3 $5,000 - 9,999
   4 $10,000 - 19,999
   5 $20,000 - 49,999
   6 $50,000 - 99,999
   7 $100,000 - 499,999
   8 $500,000 - 999,999
   9 $1 million or more

22. Looking ahead to the next three to six months, do you expect to make any capital expenditures for plant and/or physical equipment?
   1 Yes    2 No    3 Don’t know

23. Over the past three months, did you change average employee compensation (wages and benefits but NOT Social Security, U.C. taxes, etc.)?
   1 Increased a lot
   2 Increased
   3 About the same
   4 Decreased
   5 Decreased a lot

PLEASE DO NOT REMOVE ADDRESS
(Needed for compiling geographic and industry information)

24. Do you plan to change average employee compensation (wages and benefits but NOT Social Security, U.C. taxes, etc.) during the next three months?
   1 Increase a lot
   2 Increase
   3 About the same
   4 Decrease
   5 Decrease a lot
   6 Don’t know

25. Compared to three months ago:
   a. Are your receivables, that is, the money people owe you, coming in?
      1 More quickly    2 More slowly    3 Same rate    4 Have no receivables
   b. Are you paying your bills?
      1 More quickly    2 More slowly    3 Same rate    4 Have no payables
   c. Is trade credit, that is, supplier financing of purchases:
      1 Easier to get    2 Harder to get    3 No change    4 Never use trade credit

26. What increase in real sales volume would you need before you added one or more new positions/jobs to your payroll?
   1 Very large increase
   2 Large increase
   3 Small increase
   4 Very small increase
   5 Wouldn’t add under any circumstance