

## Sample Questionnaire

### Manufacturing Business Conditions Survey

The information we collect through our business conditions survey gives us insight into regional economic conditions and industry trends that help to inform our nation's monetary and financial policymakers. We designed the survey to take only a few minutes of your time. (The average time is 6 minutes.) As a reminder, we do not publicly release individual response information. We look forward to hearing from you!

### General Business Conditions

1. **Compared to the previous month, local business conditions have**

- deteriorated
- stayed the same
- improved

2. **In the next six months, you expect local business conditions to**

- deteriorate
- stay the same
- improve

## Core Questions

3. Compared to the previous month, how have the following aspects of your business activity changed?

	Decreased	Stayed the same	Increased
Volume of new orders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shipments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Order backlogs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Capacity utilization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vendor lead times	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The number of employees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Availability of employees with the skills needed by your company	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Spending on business services (e.g., consulting)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Total capital expenditures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Spending on equipment or software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. Compared to the previous month, the following were ...?

	Too low	Correct	Too high
Finished goods inventory levels	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Raw materials inventory levels	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**5. In the next six months, how do you expect the following aspects of your business activity to change?**

	Decrease	Stay the same	Increase
Volume of new orders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shipments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Order backlogs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Capacity utilization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vendor lead times	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The number of employees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Availability of employees with the skills needed by your company	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Spending on business services (e.g., consulting)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Total capital expenditures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Spending on equipment or software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**6. In the next six months, do you expect the following to be ...?**

	Too low	Correct	Too high
Finished goods inventory levels	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Raw materials inventory levels	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. **Compared to the previous month, average wages at your company have \_\_\_\_.**

- decreased considerably
- decreased moderately
- stayed the same
- increased moderately
- increased considerably

8. **In the next six months, you expect average wages at your company to \_\_\_\_.**

- decrease considerably
- decrease moderately
- stay the same
- increase moderately
- increase considerably

9. **Looking back, how do average wages compare with this time last year? (percentage change)**

*For example, if the average wage in your organization increased 10%, enter "10" in the text box below. If the average wage did not change, enter "0" in the text box below. If the average wage decreased 10%, enter "-10" in the text box below.*

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10. **Projecting ahead to the best of your ability, how much do you expect average wages to change over the next 12 months? (percentage change)**

*For example, if you expect the average wage in your organization to increase by 10%, enter "10" in the text box below. If you expect the average wage to not change, enter "0" in the text box below. If you expect the average wage to decrease by 10%, enter "-10" in the text box below.*

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11. You indicated that you expect average wages to change by \_\_\_ % over the next 12 months. Would you say this change in average wages is ...?

- Much less than normal
- Somewhat less than normal
- About normal
- Somewhat greater than normal
- Much greater than normal

12. **Looking back, how do your input prices (not including labor) compare with this time last year? (percentage change)** For example, if input prices for your organization increased 10%, enter “10” in the text box below. If input prices did not change, enter “0” in the text box below. If input prices decreased 10%, enter “-10” in the text box below.

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13. **Projecting ahead to the best of your ability, how much do you expect input prices (not including labor) to change over the next 12 months? (percentage change)** For example, if you expect input prices for your organization to increase by 10%, enter “10” in the text box below. If you expect input prices to not change, enter “0” in the text box below. If you expect input prices to decrease by 10%, enter “-10” in the text box below.

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14. **Looking back, how do the prices you receive from customers (the prices you charge) compare with this time last year? (percentage change)** For example, if the prices you received from customers increased 10%, enter “10” in the text box below. If the prices you received from customers did not change, enter “0” in the text box below. If the prices you received from customers decreased 10%, enter “-10” in the text box below

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**15. Projecting ahead to the best of your ability, how much do you expect the prices you receive (the prices you charge) to change over the next 12 months? (percentage change)** *For example, if you expect the prices you receive from customers to increase by 10%, enter “10” in the text box below. If you expect the prices you receive from customers to not change, enter “0” in the text box below. If you expect the prices you receive from customers to decrease by 10%, enter “-10” in the text box below.*

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**Please comment on any factors affecting your business or local economy (e.g., weather, supplier issues, changes in customer preferences), including details about business plans (e.g., capital purchases, hiring expectations).**

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