

**PLEASE REVIEW THE FOLLOWING  
IMPORTANT INFORMATION BEFORE FILLING OUT A  
QUESTIONNAIRE ON COMMERCE INFORMATION FORM!**

Please call the Board Agent to whom the pending charge or petition is assigned for assistance in completing the questionnaire on commerce information form. The Agent will be happy to answer your questions about the information requested on the form. This form should be completed by your representative best qualified to give information concerning the legal status, revenues, as well as, operations of your business.

In Questions 3, 4, 5 and 6, please provide all information requested including applicable zip codes and suite numbers.

Under Questions 10A through F, check the appropriate box for question. If you are required to indicate a dollar amount in Questions 10A through F, do so in the box to the immediate right of the question. If the information requested under Questions 10 through E is not applicable to your business, state the same in the box to the immediate right of the question.

After completing the questionnaire on commerce information form, be sure that the authorized representative completing the questionnaire on commerce signs and dates the questionnaire and mails, faxes or hand delivers the completed questionnaire to the appropriate Regional Office.

The information provided in the questionnaire on commerce information should be based on your business records reflecting the total yearly amount of business done by your enterprise or the yearly amount of your sales or of your purchases.

Be sure to include the telephone number of the party best qualified to provide further information concerning the operations of your business.

The completed questionnaire on commerce information should be submitted to the Board Agent to whom the pending charge or petition is assigned. If charges or petitions are pending in two or more Regions, a Board Agent to whom any of the pending charge or petition is assigned will be happy to assist you in locating the appropriate Regional Office in which to file the questionnaire on commerce information.

NATIONAL LABOR RELATIONS BOARD  
**QUESTIONNAIRE ON COMMERCE INFORMATION**

Please read carefully, answer all applicable items, and return to the NLRB Office.  
If additional space is required, please add a page and identify item number.

CASE NAME	CASE NUMBER
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1. EXACT LEGAL TITLE OF ENTITY (As filed with State and/or stated in legal documents forming entity)

2. TYPE OF ENTITY  
 CORPORATION     LLC     LLP     PARTNERSHIP     SOLE PROPRIETORSHIP     OTHER (Specify)

3. IF A CORPORATION OR LLC  
A. STATE OF INCORPORATION OR FORMATION    B. NAME, ADDRESS, AND RELATIONSHIP (e.g. parent, subsidiary) OF ALL RELATED ENTITIES

4. IF AN LLC OR ANY TYPE OF PARTNERSHIP, FULL NAME AND ADDRESS OF ALL MEMBERS OR PARTNERS

5. IF A SOLE PROPRIETORSHIP, FULL NAME AND ADDRESS OF PROPRIETOR

6. BRIEFLY DESCRIBE THE NATURE OF YOUR OPERATIONS (Products handled or manufactured, or nature of services performed)

7A. PRINCIPAL LOCATION	7B. BRANCH LOCATIONS
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8. NUMBER OF PEOPLE PRESENTLY EMPLOYED  
A. TOTAL    B. AT THE ADDRESS INVOLVED IN THIS MATTER

9. DURING THE MOST RECENT (Check the appropriate box):     CALENDAR     12 MONTHS or     FISCAL YEAR    FY DATES

	YES	NO
A. Did you <b>provide services</b> valued in excess of \$50,000 directly to customers outside your State? If no, indicate actual value.		
B. If you answered no to 9A, did you <b>provide services</b> valued in excess of \$50,000 to customers in your State who purchased goods valued in excess of \$50,000 from directly outside your State? If no, indicate the value of any such services you provided.		
C. If you answered no to 9A and 9B, did you <b>provide services</b> valued in excess of \$50,000 to public utilities, transit systems, newspapers, health care institutions, broadcasting stations, commercial buildings, educational institutions, or retail concerns? If less than \$50,000, indicate amount.		
D. Did you <b>sell goods</b> valued in excess of \$50,000 directly to customers located outside your State? If less than \$50,000, indicate amount.		
E. If you answered no to 9D, did you <b>sell goods</b> valued in excess of \$50,000 directly to customers located inside your State who purchased other goods valued in excess of \$50,000 from directly outside your State? If less than \$50,000, indicate amount.		
F. Did you <b>purchase and receive goods</b> valued in excess of \$50,000 from directly outside your State? If less than \$50,000, indicate amount.		
G. Did you <b>purchase and receive goods</b> valued in excess of \$50,000 from enterprises who received the goods directly from points outside your State? If less than \$50,000, indicate amount.		
H. <b>Gross Revenues</b> from all sales or performance of services (Check the largest amount): <input type="checkbox"/> \$100,000 <input type="checkbox"/> \$250,000 <input type="checkbox"/> \$500,000 <input type="checkbox"/> \$1,000,000 or more    If less than \$100,000, indicate amount.		

I. Did you begin operations within the last 12 months? If yes, specify date: \_\_\_\_\_

10. ARE YOU A MEMBER OF AN ASSOCIATION OR OTHER EMPLOYEE GROUP THAT ENGAGES IN COLLECTIVE BARGAINING?  
 YES     NO    (If yes, name and address of association or group)

11. REPRESENTATIVE BEST QUALIFIED TO GIVE FURTHER INFORMATION ABOUT YOUR OPERATIONS

NAME	TITLE	E-MAIL ADDRESS	TEL. NUMBER
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12. AUTHORIZED REPRESENTATIVE COMPLETING THIS QUESTIONNAIRE

NAME AND TITLE	SIGNATURE	E-MAIL ADDRESS	DATE
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**PRIVACY ACT STATEMENT**

Solicitation of the information on this form is authorized by the National Labor Relations Act (NLRA), 29 U.S.C. § 151 et seq. The principal use of the information is to assist the National Labor Relations Board (NLRB) in processing representation and/or unfair labor practice proceedings and related proceedings and litigation. The routine uses for the information are fully set forth in the Federal Register, 71 Fed. Reg. 74942-43 (Dec. 13, 2006). The NLRB will further explain these uses upon request. Disclosure of this information to the NLRB is voluntary. However, failure to supply the information may cause the NLRB to refuse to process any further a representation or unfair labor practice case, or may cause the NLRB to issue you a subpoena and seek enforcement of the subpoena in federal court.