



Monthly Business Survey - Retail Sales Index

Please do not discard this important document - your response is legally required

00001 47610
CONTACT NAME
OFFICE FOR NATIONAL STATISTICS
GOVERNMENT BUILDINGS
CARDIFF ROAD
NEWPORT
NP10 8XG
***** EXAMPLE PRINT *****

Please write any changes to your name and address in the box below, using black ink

[Red outlined box for address changes]

To be completed for: THE BUSINESS NAMED ABOVE

Please complete and return by 10 January 2015

Dear Sir or Madam,

Please find the December 2014 questionnaire for the Monthly Business Survey - Retail Sales Index attached. Please complete for the period 30 November 2014 to 3 January 2015 (5 weeks).

The information supplied is used to produce monthly estimates of the total retail sales in Great Britain where retailing is defined as the sale of goods to the general public for household consumption.

We guarantee that while your employment is less than 10, you will receive no more than 15 monthly questionnaires for this one ONS business survey.

You are required by law to complete this questionnaire. If you do not complete and return this questionnaire by 10 January 2015, penalties may be incurred.

Thank you for your co-operation, Office for National Statistics

Questionnaire return details

To return via fax: 01633 652707

To return via post: Please use the prepaid envelope provided which is addressed to: Office for National Statistics, Government Buildings, Cardiff Road, Newport, NP10 8XG

Contact numbers

Er mwyn gwneud cais am ffurflen Gymraeg (To request a questionnaire in Welsh) 0300 1234 921

If you would like to use our Minicom service for the Deaf 01633 815 044

To complete the questionnaire in Euros 0300 1234 912

For any other queries, please contact the Respondent Relations Team or go to www.ons.gov.uk/surveys 0300 1234 912

When contacting the office you may be asked for the following information

Survey code: 023 Reference number: 4990 0000 000 Period: 201412

- Telephone calls may be recorded for training and quality purposes



