

**IMPORTANT - PLEASE READ THESE NOTES TO HELP COMPLETE THE QUESTIONS ON THE FOLLOWING PAGES. THIS IS AN EXAMPLE OF HOW A COMPLETED PRODUCT (ITEM) SPECIFICATION COULD LOOK.**

A representative price quote would be a product which satisfies all of the following criteria:  
\*Manufactured and sold by your company within the UK.  
\*Sold to customers outside your company.  
\*A distinct single product, not a group of products.  
\*A good indicator of price movement across your range of products in this category.  
If your products are considered to be one-offs we would like you to provide a basic specification relating to the product group and use the guidelines below to produce an assumed terms of sale. Repeat market estimates will then indicate your price trend in this product category.  
If you have problems in selecting a product that fits these criteria, please telephone us for some advice.

Please enter the Prodcum Question number to which the Product you have selected relates. The product name, catalogue number and a brief further description (e.g. pack size or weight) will help us ensure that prices are monitored on a consistent product basis.

Please supply the metric units to which your price relates e.g. per tonne, per case etc. Where units are boxes or cases etc. you should also state the volume of individual product it contains. e.g. per case of 200.

Use this category to describe the type of customer to which prices will apply. This could be a group of similar customers e.g. "Price to main UK agents". Or it could be to one particularly important customer (please use a customer reference number or ledger number to maintain confidentiality). Using the price given to a particular customer ensures that price movement is not distorted if terms of sale vary from one customer to another.

Supplier ref: 4999999999  
Supplier: EXAMPLE ITEM SPECIFICATION

COMPLETING THIS FORM:

Your company has been randomly selected for inclusion in the Producer Price Index (PPI) based on information you have given to the Prodcum Inquiry.

Each question below relates to a Product Category which we want to monitor for inflation (this may cover one or more Products which you included on your Prodcum form). The Prodcum Headings that your company completed are listed under the appropriate category. For questions listed, we would like you to select between one and three representative products based on the guidance notes on page two of this form.

Following receipt of your product (and) specifications we will send you a simple monthly form asking for the item's latest price. The final page of this form 'What we will want you to do next' explains this in greater detail.

Please complete the following question:-

**QUESTION 1**

You supply data to the PRODCOM inquiry under the following heading:-  
 > PRODCOM Heading: 24621070

Prepared glues and adhesives and products suitable for use as glues or adhesives, put up for retail sale in packages weighing not more than 1Kg. Excluding:- casein, bone, starch or vegetable glues.  
 CN Codes: (350691)

Please supply 1 representative price quote (see note on page 2) based on the Prodcum information given.

Item No. 1	1. PRODCOM Heading: 24621070	7. Payment/Credit Terms: Payment in 30 days
	2. Product name: S E60 Professional Woodwork adhesive	8. Carriage Terms: Ex-factory
	3. Serial/Catalogue No.: 1001561/A	9. Other comments: Min. order 150 boxes Price includes rebate
	4. Description (if necessary): Formaldehyde Woodwork adhesive	10. Current Price: £60.55 Month: July
	5. Units of Sale: Box 20x 250ml	11. Currency: £ sterling
	6. Who is the customer (see note page 2): DIY Store Cust Ref 10004	

Include here the payment terms by which the customer is bound e.g. Payment within 30 days

If possible, exclude delivery charges from the price you quote. Where carriage is included please be explicit about the charge made.

Please state any other conditions which apply to the price you are quoting, e.g. Minimum order quantity, guarantee or contract terms.

Record here the latest price charged for the product you have selected and the month in which that price was applicable.  
This price should be:  
\*Representative of the amount you actually receive after all discounts and rebates to the specified customer have been deducted.  
\*Exclusive of VAT.  
\*Representative of orders taken in the current month, not of goods despatched that month. This is particularly important where there are long lead times between order and delivery.

This Price should now be directly comparable month to month. Price movements which occur purely as a result of averaging over different types of customer are not representative of genuine market trends. If you have difficulty supplying a directly comparable price please contact us to talk it over.

Currency should normally be quoted in Sterling although returns in some foreign currency (e.g. Dollars or Deutschmarks) would be accepted. We will accept returns made in EUROS from January 1999.