



## MONTHLY RETAIL SALES SURVEY (INFOVENTAS)

**ALL THE INFORMATION SUBMITTED IS CONFIDENTIAL.** The name of companies and staff will not be disclosed. The data will be presented using aggregate figures for the sector along with data from other retail trade enterprises. Act No. 323-2003, as amended, safeguards the information submitted, imposing penalties such as fines, imprisonment and dismissal from office to employees and officials of the Commonwealth of Puerto Rico who -without interviewee authorization- disclose individual data from a survey conducted under this Act.

Act No. 323 of 2003, as amended, authorizes the Commerce and Export Company of Puerto Rico, to request this information in compliance of its duties. Noncompliance with the information requested could lead to the imposition of penalties, as established by the aforementioned Act.

### Need help or have questions?

You can communicate with Bolívar Román at [bolivar.roman@cce.pr.gov](mailto:bolivar.roman@cce.pr.gov) or call (787) 294-0101 ext. 2128 or with Javier Matos at [javier.matos@cce.pr.gov](mailto:javier.matos@cce.pr.gov) or call (787) 294-0101 ext. 2130.

The data provided by this business is highly important for planning purposes of both government and businesses. Answering this questionnaire will take less than 5 minutes. If you received a written notification regarding your business' participation as part of the sample, please register.

### To view Survey Results:

<http://www.comercioyexportacion.com/perfil-economico/informe-de-ventas.html>

### GENERAL INSTRUCTIONS

- Any significant change in this firm's operations or reported retail sales should be noted in 4.
- For establishments sold or acquired during the month, report data only for the period the establishment was operated by this firm.
- Estimates are acceptable if book figures are not available.
- Enter "0" where applicable.

#### INCLUDE

- Data for auxiliary facilities primarily engaged in supporting services to this firm's establishment(s) such as warehouses, garages, central administrative offices, and repair services.
- Leased departments and concessions operated in other establishments.

#### EXCLUDE

- Leased departments and concessions operated by other firms in this firm's establishments.
- Sales tax and finance charges.
- Data for establishments operated by other firms, such as franchises.

### 1 FIRM INFORMATION

NAICS

Federal Employer Identification Number (EIN)\*

\* Report any new EIN acquired for its retail operation(s) since last month in 4.

Official, or legal, business name (as registered in governmental agencies)

Physical Address

City

Zip Code

Phone



### 2 NUMBER OF RETAIL ESTABLISHMENTS

How many retail establishments did this firm operate?

The remainder of this report refers to the establishments reported here.

CONTINUE ON PAGE 2

<b>3 SALES, RECEIPTS, OR REVENUE</b>					
<p><b>INCLUDE</b></p> <ul style="list-style-type: none"> <li>● Cash and credit sales of merchandise whether or not payment was received.</li> <li>● E-commerce sales if not submitted on a separate monthly retail report.</li> <li>● Wholesale sales and services revenue made by retail establishments covered by this report.</li> <li>● Value of trade-ins taken as part payment for other merchandise.</li> </ul>	<p><b>EXCLUDE</b></p> <ul style="list-style-type: none"> <li>● Commissions from vending machine operators and from sales of government lottery tickets.</li> <li>● Nonoperating receipts (such as interest income, income from investments, and receipts from the rental or sale of real estate).</li> <li>● The actual value of rebates and discounts granted to the purchaser, even if granted as an increase in trade-in allowance.</li> <li>● The value of returned merchandise (refunds)</li> </ul>				
<p><b>A. What were the total sales, in gross terms?</b></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: right;">Dollars</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	Dollars			
Dollars					
<p><b>B. What were the total e-commerce sales? (If applicable)</b> Please report in dollar terms or percentage of total sales.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: right;">Dollars</td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="text-align: right;">Percent</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	Dollars		Percent	
Dollars					
Percent					
<p><b>C. Do the sales reported here represent book figures or estimates?</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Book figure</td> <td style="border: 1px solid black; width: 10%; height: 20px;"> </td> </tr> <tr> <td>Estimates</td> <td style="border: 1px solid black; height: 20px;"> </td> </tr> </table>	Book figure		Estimates		
Book figure					
Estimates					

**4 REMARKS** - Please use this space to explain any significant month-to-month changes, to clarify responses, or indicate where data were estimated.

<b>CONTACT INFORMATION</b>						
Name of person to contact regarding this report					Title	
Telephone	Area code	Number	Extension	Fax	Area code	Number
E-mail						

<b>Return via Email:</b>	<b>Return via Mail:</b>	<b>Return via Fax:</b>
Please send you questionnaire to <a href="mailto:bolivar.roman@cce.pr.gov">bolivar.roman@cce.pr.gov</a> or <a href="mailto:javier.matos@cce.pr.gov">javier.matos@cce.pr.gov</a> .	Compañía de Comercio y Exportación División de Estudios de Mercado y Economía PO Box 19009 San Juan, PR 00919-5009	(787) 751-6535