



**THIS IS FORM DS-2020  
PART ONE OF THE COMPLETE RETAIL PRICE SCHEDULE**

**THIS FORM MUST BE SUBMITTED ALONG  
WITH FORMS DS-2021 THROUGH DS-2026**

**IF APPROPRIATE, USE FORM DS-2027 TO REPORT PRICES AT THE  
EMBASSY/CONSULATE COMMISSARY**

U.S. Department of State


## INSTRUCTIONS FOR RETAIL PRICE SCHEDULE, PART 1

### MEAT AND DAIRY PRODUCTS

---

FORM PAGE(S)	SUBCATEGORY/ITEM	SPECIFICATIONS
DS-2020 Page 1 of 5	SURVEY DATE	<p>The survey date should always be the month in which most prices are collected.</p> <p>The report should be submitted as soon as possible after completion so that allowances and survey results will be reasonably current.</p>
Page 1 of 5	INSTRUCTIONS (a) through (h)	These survey instructions are important and should be carefully followed in completing the survey report.
Page 1 of 5	SURVEY TAX RATE	If the report prices do not include retail sales taxes added by the merchant at the time of purchase, it is important that the amount of sales tax added to each particular type of good or service be carefully explained. The tax rate reported here should be the customary sales tax of the country.
Page 1 of 5	SURVEY EXCHANGE RATE	The survey exchange rate reported should be the rate commonly available to and used by U. S. citizen employees for their personal expenses.
Page 1 of 5	SURVEY RESPONSIBILITY	<p>Show agency concurrence, by signature, and the name(s) of the price collector(s) as requested. Any difficulties with agency clearances should as explained in a cover memo.</p> <p>The signature and title of the officer certifying the survey must be provided on pages 1 of 5 of this form, 1 of 4 DS-2026, and 1 of 8 for DS-2027. By signing, the officer is certifying that the report is accurate, complete, and in compliance with the Standardized Regulations.</p>
Page 2 of 5	CATEGORY TAX RATE	Specify the tax rate and the items it applies to in each category. If some items in the category are affected by a different tax rate, explain carefully in "comments".
Page 2 of 5	TAX INCLUDED...?	Check "yes" or "no" to indicate whether the category tax rate reported is already included in the reported prices or whether it applies but has not been included. If the category tax rate does not apply to the products in the subcategory, check "N/A".
Page 2 of 5	BEEF (1 - 3)	<p>The specified meat cuts are those common to most parts of the world. These meat cuts may be either fresh or uncooked frozen. If local meat cuts are not listed in the report, every effort should be made to use cuts corresponding to those found in the United States. The local name for the cut of meat (<i>translated into English if possible</i>) should be listed in the description column or comments section.</p> <p>It is important that the same types of meat cuts be priced in subsequent reports.</p>

Page 2 of 5	PORK (1 - 2)	The comments on beef apply to pork. Exclude smoked, cured, cooked or canned products.
Page 3 of 5	LAMB (1 - 2)	Identify and report prices for fresh or uncooked frozen cuts of lamb as specified.
Page 3 of 5	SEAFOOD Fish, Fresh (1)	Identify and report prices for the types of fresh filet most readily available in the area and typically purchased by U. S. nationals.  If fresh fish filet is not available, price fresh whole or frozen fish filet; describe type and report brand, if applicable.  Exclude lobster, shrimp, prawns, clams, and other shellfish.
Page 3 of 5	Fish, Canned (2)	Identify and report prices of types and can sizes commonly used by U. S. nationals, such as tuna and salmon.  Exclude sardines, shrimp, prawns, clams, and other shellfish.
Page 4 of 5	POULTRY (1)	Report fresh or uncooked frozen whole "ready to cook" chicken.  If three price levels are not available for fresh or uncooked frozen whole chicken, price and identify parts.
Pages 4 - 5 of 5	DAIRY PRODUCTS Eggs (1)	Specify size ( <i>i.e., jumbo, large, medium, small</i> ) and price eggs per dozen or per "ten". Specify the count used ( <i>e.g., 10, 12</i> ).
Pages 4 - 5 of 5	Ice Cream (2)	Price bulk ice cream most frequently purchased. Price by liter or quart ( <i>or nearest equivalent</i> ) and specify size.
Pages 4 - 5 of 5	Margarine (2)	Price types and sizes most frequently purchased. Identify types and brand of item. Identify any soft, whipped, or diet types.
Pages 4 - 5 of 5	Cheese (4)	Report only natural, <b>firm-to-hard cheese</b> ( <i>i.e., Cheddar, Edam, Gouda, Mozzarella, Provolone, Romano, Swiss</i> ).  Identify and price brands and package sizes most frequently purchased by U. S. nationals

Interagency Report Control No. 1168-DOS-AN	DSSR 10/98	
 <p>U. S. Department of State</p> <p><b>Retail Price Schedule, Part I</b></p> <p><b>Meat and Dairy Products</b></p>		Post
		U.S. Agency
		Date of Survey <i>(Date most data are collected (mm-dd-yyyy))</i>

INSTRUCTIONS

(a) BEFORE BEGINNING THIS REPORT, REVIEW THE INSTRUCTIONS IN THE SURVEY HANDBOOK PORTION (SECTION 950) OF THE DEPARTMENT OF STATE STANDARDIZED REGULATIONS (DSSR). REPORT PREPARED FOR UNIFORMED SERVICE MEMBERS MUST FOLLOW PROCEDURES PROVIDED IN APPENDIX M OF THE JOINT FEDERAL TRAVEL REGULATIONS.

- (b) If there has been a previous survey, it must be used as a guide in preparing this report.
- (c) Report prices in currency used for actual purchases by Americans. Explain any use of non-local currencies in local retail outlets
- (d) Explain on each page of the report the availability of any "cash" or other special discounts.
- (e) Use the space provided to describe brand, quality, origin, or other pertinent details about the item.
- (f) Use substitute retail outlets for items not available in the regular survey outlet.
- (g) Report on each page of the schedule any retail sales taxes not included in the prices listed. (Specify the tax rate on each type of goods or services.)
- (h) List prevailing sales tax percentages and currency exchange rates available to Federal Government personnel (civilian and military):

Survey Tax Rate: \_\_\_\_\_

Survey Exchange Rate: \_\_\_\_\_

Source of Exchange Rate (e.g., bank, USG facility, etc.): \_\_\_\_\_

Date of Exchange Rate Information (effective the date of the survey): \_\_\_\_\_

<p><u>Survey Responsibility</u></p> <p>Indicate below the signed concurrence of representatives of all U. S. Government Agencies at post affected by this report (including military component):</p> <table style="width:100%; border: none;"> <tr> <td style="width:30%; text-align: center;"><u>Agency</u></td> <td style="width:70%; text-align: center;"><u>Names of Representatives</u></td> </tr> </table> <p><u>List the individuals responsible for price collection:</u></p> <table style="width:100%; border: none;"> <tr> <td style="width:30%; text-align: center;"><u>Agency</u></td> <td style="width:70%; text-align: center;"><u>Names of Price Collectors</u></td> </tr> </table>	<u>Agency</u>	<u>Names of Representatives</u>	<u>Agency</u>	<u>Names of Price Collectors</u>	<p style="text-align: center;"><b>OFFICER WITH OVERALL RESPONSIBILITY FOR THIS SURVEY</b></p> <hr/> <p>I hereby certify that the retail outlets selected for this survey are based on current employee living pattern survey information and that the report was prepared in accordance with instructions in the survey handbook, DSSR Section 950.</p> <p>I also certify that the last living pattern survey was completed in full compliance with the instructions in the Standardized Regulations.</p> <hr/> <p style="text-align: center;">Signature of Certifying Official</p> <hr/> <p style="text-align: center;">Name (Printed or Typed)</p> <hr/> <p style="text-align: center;">Title</p> <p>Date Survey Began: <i>(mm-dd-yyyy)</i> _____</p> <p>Date Completed: <i>(mm-dd-yyyy)</i> _____</p>
<u>Agency</u>	<u>Names of Representatives</u>				
<u>Agency</u>	<u>Names of Price Collectors</u>				