

**THIS IS FORM DS-2023
PART FOUR OF THE COMPLETE RETAIL PRICE SCHEDULE**

**THIS FORM MUST BE SUBMITTED ALONG
WITH FORMS DS-2020 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 4
CLOTHING; PERSONAL CARE; FURNISHINGS/HOUSEHOLD

ALL CLOTHING ITEMS SHOULD BE TYPES THAT WOULD BE PURCHASED BY A FAMILY OF THREE OR FOUR PERSONS WITH AN INCOME OF \$44,500.00 IN 2000. THIS TYPICAL FAMILY HAS BUDGET CONSTRAINTS IN WASHINGTON, DC, AS WELL AS ABROAD.

FORM PAGE(S)	SUBCATEGORY/ITEM	SPECIFICATIONS
DS-2023 Page 1 of 9	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 1 of 9	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 sub-category, check "N/A".
Page 1 of 9	MAN'S CLOTHING (1) Slacks (2) Shirt	Only include ready-made types, brands, and fabrics typically worn to the office. Exclude suits, evening wear, and items made with unusually expensive fabrics (e.g., silk and cashmere).
	(3) Shoes, Man's Dress	Include the leather or simulated types commonly used for office wear. Price by pair.
Page 2 of 9	WOMAN'S CLOTHING (1) Blouse (2) Skirt	Include only ready-made types, styles, and fabrics most commonly used for office wear. Exclude evening wear, suits, dresses, and items with extravagant ornamentation (e.g., leather or fur trim).
Page 2 of 9	(3) Pantyhose	Report only those types most frequently used. Exclude special purpose items such as tights and support hose.
Page 3 of 9	CHILD'S CLOTHING (1) Jeans	Report jeans commonly worn by children aged 10-12. Include prices for girls' or boys' jeans.
Page 3 of 9	(2) Athletic Shoes	Report leather or other simulated types commonly used for school wear by children aged 10-12.
Page 4 of 9	TOILETRIES (1) Toothpaste	Report types most often purchased for normal tooth care. Use 198 g. (7 oz.) size or the nearest equivalent size. If the weight is not listed on the tube, estimate and report the length and diameter of a tube. Exclude special sensitive types and denture cleaners.

Page 4 of 9	(2) Razor Blades	<p>Include twin blades, disposable razors, and/or cartridges. Identify the type and number of blades in each package size reported.</p> <p>Use package of 5-10 stainless steel twin blades or the nearest equivalent.</p>
Page 4 of 9	(3) Sanitary Napkins	<p>Price and identify the brands and types most commonly purchased.</p> <p>Use box of 24 or the nearest equivalent.</p>
Page 4 of 9	(4) Hair Shampoo	<p>Price and identify types and brands most frequently used by Americans.</p> <p>Use 454 g. (16 oz.) size or the nearest equivalent.</p>

ANY USE OF HOTEL SHOPS FOR ITEMS IN THE SUBCATEGORIES OF "DRY CLEANING" OR "HAIR SERVICES" MUST BE WARRANTED BY LOCAL CONDITIONS AND FULLY EXPLAINED IN THE COMMENTS SECTIONS OF PAGES 5 AND 6 OF THE FORM DS-2023.

DRY CLEANING		
Page 5 of 9	(1) Launder Man's Shirt	<p>Report only "regular service" prices for laundering a man's single cotton/polyester shirt commonly worn in the office.</p> <p>Excludes charges for special handling and laundering evening-type dress shirts or unusual fabrics.</p>
Page 5 of 9	(2) Cleaning Man's Slacks	<p>Report only prices for dry cleaning a pair of man's slacks commonly worn to the office.</p> <p>Exclude charges for special handling, unusual fabrics, and formal attire.</p>
Page 5 of 9	Special Arrangements for Government Employees	<p>Report costs at facilities available only to mission personnel, such as Embassy Co-Op or local retailer's "diplomatic discount."</p>
HAIR SERVICES		
Page 6 of 9	(1) Haircut, Man's Regular	<p>Report prices for a man's regular haircut as well as the average tip (%) in space provided.</p> <p>If any prices include other items or services, note this in the comments section.</p>

Page 6 of 9	(2) Shampoo, Haircut, and Blow Dry, Woman's (3) Permanent, Woman's	Report prices for a woman's regular shampoo/haircut and woman's permanent; as well as the average tip (%) in spaces provided. If any prices include other items or services, note this in the comments section.
Page 6 of 9	(4) Haircut, Child's	Report prices for child's haircut. If the price varies by type of cut or age of child, specify separately. Report average tip (%) in space provided.
Page 6 of 9	HAIR SERVICES Special Arrangements for Government Employees	Report costs at facilities available to only mission personnel, such as Embassy Co-Op or local retailer's "diplomatic discount".

HOUSEHOLD FURNISHINGS REPORTED IN THIS SURVEY SHOULD BE ITEMS THAT WOULD BE ITEMS THAT WOULD BE TYPICALLY PURCHASED BY THE AVERAGE FAMILY OF THREE OR FOUR PERSONS WITH AN INCOME OF \$44,500.00 IN 2000. THIS FAMILY HAS BUDGET CONSTRAINTS IN WASHINGTON, DC, AS WELL AS ABROAD.

HOUSEHOLD APPLIANCES		
Page 7 of 9	(1) Microwave, Portable	Only basic mid-sized electric portable models should be priced. Ovens should be between 800-1000 watts and approximately one cubic foot or 25-30 liters in capacity. Specify wattage and capacity.
Page 7 of 9	(2) Toaster, Two Slice	Specify any discounts for cash purchases. Only report pop-up types of bread toasters. Exclude toaster ovens.
Page 7 of 9	(3) Coffee Maker	Report prices for basic 10 - 12 cup coffee maker. Exclude specialty types used to make espresso or cappuccino.
Page 8 of 9	WASHING MACHINES	Report prices for electric automatic types commonly used by Americans, and specify the capacity. Exclude washer-dryer combinations. Specify any discounts for cash purchase or any extra costs for delivery and installation.
HOUSEHOLD CONSUMABLES		
Pages 8 - 9 of 9	(1) Laundry Detergent, Liquid and/or Powdered	Report brands and identify weights and sizes of liquid and/or powdered laundry detergent purchased for household laundry only. Exclude fabric softeners, liquid hand wash cleaners, and special purpose products.