

**THIS IS FORM DS-2025
PART SIX 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 6
PUBLIC TRANSPORTATION; PERSONALLY OWNED VEHICLES; HOUSEHOLD HELP

FORM PAGE(S)	SUBCATEGORY/ITEM	SPECIFICATIONS
DS-2025 Page 1 of 7	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 7	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 7	TAXI	Report price of individual hire of a taxi for a distance of approximately 1 1/4 miles (or 2km) in the "downtown" area. If prices are based on time units, so indicate and report one-passenger fare for 15 minutes. Report customary tip in the appropriate column, preferably as a percentage. If the reported tip is a flat rate, so indicate. Report any special rates for rush hour service, telephone hire, luggage, or other services separately. Report minimum fare, if available, and specify corresponding distance (in miles or kilometers) or time.
Page 1 of 7	MUNICIPAL BUS	Report the standard fare and describe the length of a typical trip without transfer.
Page 1 of 7	SUBWAY	Report fare and length of a typical trip.
Page 1 of 7	AIRFARE	Report the cost of a round-trip full-fare coach class airplane ticket without restrictions to a major city at least 1,000 miles (one-way) from the post. Specify the approximate distance. The destination should be a location generally used by employees for R&R, vacation travel, or medical evacuation. Report destination city.

THE FOLLOWING AUTOMOBILE ITEMS SHOULD BE FOR A SIX-CYLINDER, MEDIUM-SIZED CAR ABOUT TWO YEARS OLD. IF THIS TYPE OF CAR IS NOT COMMONLY USED AT THE POST, SPECIFY THE TYPE OF CAR USED AND REPORT APPLICABLE PRICES.

Page 2 of 7	AUTO MAINTENANCE (1) Oil Change	Include labor charge, the cost of 5 quarts (or 5 liters) of oil, and a standard oil filter. Exclude chassis lube and other lubrication services.
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Page 2 of 7	(2) Motor Tune-up	<p>Include cost of new air filter, installation of six spark plugs, setting timing, and necessary labor.</p> <p>Exclude costs for all other replacement parts not specified above.</p>
Page 2 of 7	(3) Labor Charge Per Hour	Report average hourly labor charge of a skilled mechanic as used in determining labor costs to customer.
Page 2 of 7	Special Arrangements for Government Employees	Report costs of special arrangements for automobile maintenance available to government employees, such as after-hours work by the GSO mechanic, for the services described above.
Page 3 of 7	AUTO FUEL - Gasoline	<p>Be sure to indicate whether gas prices are in gallons or liters.</p> <p>Report local retail price levels available for automobile use.</p> <p>Exclude price of diesel or methanol fuel.</p>
Page 3 of 7	Special Arrangements for Government Employees	<p>Report cost of reduced price gasoline obtained at the post or duty station, with coupons at a local station, or through a formal VAT-back program or any other type of special arrangement. Be sure to indicate whether gas prices are in gallons or liters.</p> <p>Report percentage of permanently assigned direct-hire personnel at post eligible to purchase duty-free gasoline.</p> <p>Report in the comments section if duty-free gasoline is rationed and include amount of any ration.</p>
Pages 3 - 4 of 7	AUTO TIRE Tire, Radial	<p>Report price and size of a single radial tire commonly used for a medium-sized car.</p> <p>Specify any allowance for an old tire, any discount allowed for cash purchase, and any recycling fee.</p> <p>Exclude any separate fees for mounting and balancing tires.</p>
Page 4 of 7	Special Arrangements for Government Employees	Report price and size of a single radial tire available to government employees through an Embassy Co-Op, duty-free purchase, or any other means.

INSURANCE SHOULD BE FOR A TWO-YEAR-OLD, SIX-CYLINDER, PRIVATELY OWNED AUTOMOBILE CUSTOMARILY DRIVEN TO AND FROM WORK LESS THAN 10 MILES ONE WAY BY A 25 YEAR OLD MARRIED MALE DRIVER. BE SURE TO DESCRIBE INSURANCE COVERAGE AND REPORT ANY SPECIAL DISCOUNTS.

Page 4 of 7	AUTO INSURANCE	<p>Indicate, in the comments section, whether locally purchased liability insurance is required by host country law.</p> <p>If employees typically purchase additional insurance from a U.S. company, report costs for the car described above and describe coverage in the comments section.</p>
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Page 4 of 7	(1) All Inclusive Coverage	<p>If employees typically carry all-risk insurance, report the customary premium cost for all-risk insurance carried by the average family on the specified car. All risk insurance is typically the combined cost of liability, collision, and comprehensive insurance. Report any discount for a safe driving record. Include percentage of discount and number of years of safe driving needed to qualify.</p>
Page 4 of 7	(2) Liability	<p>When not included in "All-inclusive Coverage," report cost and describe customary third party liability coverage as typically carried by the average family. Report any discount for a safe driving record. Include percentage of discount and number of years of safe driving needed to qualify.</p> <p>In addition, report any mandatory, legal minimum third party liability insurance coverage. Describe additional mandatory costs for items such as coverage for uninsured motorists. Describe coverage for each type of required insurance.</p>
Page 4 of 7	(3) Collision	<p>When not included in "All-inclusive Coverage," report cost of typical policy providing \$200 deductible collision coverage for the specified automobile. Report any discount for a safe driving record. Include percentage of discount and number of years of safe driving needed to qualify.</p> <p>If employees do not normally carry collision insurance because of its very high cost, some comment should be made.</p> <p>If there is a legal minimum requirement, the charge and extent of the minimum coverage should be reported.</p>
Page 4 of 7	(4) Comprehensive	<p>When not included in "All-inclusive Coverage," report cost of typical comprehensive insurance covering fire, theft, and glass breakage. Report any discount for a safe driving record. Include percentage of discount and number of years of safe driving needed to qualify.</p>
CHILDCARE		
Page 5 of 7	(1) Childcare, Outside the Home	<p>Report hourly rate for a 5-day week in a commercial daycare facility and/or in home of provider, with and without lunch or snack, for a child of 3-4 years. If possible, exclude any facility providing preschool education instruction.</p> <p>Specify length of day.</p>
Page 5 of 7	(2) Childcare, In the Home of the Parent	<p>Report the hourly rate of day care in the home of the child's parents for a child of 3-4 years.</p> <p>Specify length of day.</p>