

Sample Comments Appropriate for the Business Roundtable at CEMA Meetings

REPORTING COMPANY	BUSINESS TRENDS							OTHER COMMENTS
	BACKLOG (vs. Last Year)	INQUIRIES Last 6 Months		ORDERS TRENDS		SALES	PROFITS	
		Quantity	Size	Next 6 Months	Next 12 Months	(Billings vs. Last Year)	(Billings vs. Last Year)	
Company A	+1	+2	0	+2	+1	+2	+1	Lot of new inquiries from South Africa
Company B	-2	-1	+1	+1	+1	0	+1	Raw Material Costs Increasing

SAMPLE

To Help Standardize the responses please use one of FIVE options to characterize your business.

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|----|-------------|------|---------------|------|
| UP | UP SLIGHTLY | FLAT | DOWN SLIGHTLY | DOWN |
| +2 | +1 | 0 | -1 | -2 |

