



Defense Travel Management Office

**Retail Price Schedule (RPS)
Local/Off-Base**

Duty Station

Command

Report Date (Date most data collected)

Instructions

Completing the Report

1. **BEFORE** beginning this report review the instructions in Joint Travel Regulations, Appendix M and the RPS Handbook.
2. Use the previous report as a guide in preparing this report.
3. Report the prices in the local currency for local outlets and stores.
4. Collect price data as if shopping for the typical uniformed member (E6 or O3 with ten years of service and three dependents).
5. Describe the brand, quality, origin, or other pertinent details about each item in the spaces provided.
6. Report any retail sales taxes not included in the prices. (Specify the tax rate on each type of goods or services.)
7. Identify Commissary/Exchange not located in the immediate area frequented by Service members.
8. List currency exchange rate available to Federal Government military personnel and the source:

Report Exchange Rate:

Source of Exchange Rate:

Submitting the Report

Forward the signed original first page of this report, along with the completed report to:

**Defense Travel Management Office
Strategic Planning and Policy Division, Allowances Branch
4800 Mark Center Drive, Suite 04J25-01
Alexandria, VA 22350-9000 OR**

Email: dodhra.mc-alex.dtmo.mbx.allowances-branch@mail.mil



Report Responsibility

Officer with Overall Responsibility

Indicate the signed concurrence of representatives of all U.S. Government Military Commands affected by this report:

I hereby certify that the retail outlets selected for this report are based on the current Living Pattern Survey (LPS) and that the report was prepared in accordance with instructions in the Retail Price Handbook. I also certify that the last LPS was completed in full compliance with the instructions in Joint Travel Regulations, Appendix M.

Command(s)

Names of Representatives

Name of Certifying Official (Printed or Typed)

Signature of Certifying Official

Title

List the individuals responsible for price collection:

Command(s)

Names of Price Collectors

POC Commercial Phone Number (incl Country Code)

POC Email Address

Date Price Collection Began (YYYY/MM/DD):

Date Completed (YYYY/MM/DD):

RPS Version A

Category: Meat and Dairy

Tax Rate Instructions: Indicate whether or not taxes are included in the shelf prices. If taxes are included, DO NOT enter tax rate. If taxes are not included in the shelf price, please report tax rate.

Meat and Dairy Instructions: Price 1 lb. (0.5 kg) or nearest equivalent of each type of meat. DO NOT price family-pack, super-saver pack, or equivalent. The meat cuts may be either fresh or uncooked frozen. Every effort should be made to use cuts that correspond to those found in the U.S. The local name for the cut of meat (translated into English if possible) should be listed in the description column.

Category Tax Rate:		Enter Tax Rate Here			
Subcategory: Beef		Quantity	Unit	Price	Description
Is tax included in the shelf price?					
Yes	<input type="checkbox"/> Check	No	<input type="checkbox"/> Check		
Name of Most Frequently Used Store:					
Beef	Steak				
	Roast				
	Hamburger				
Name of Second Most Used Store:					
Beef	Steak				
	Roast				
	Hamburger				
Subcategory Comments:					

Pork Instructions: Price 1 lb. (0.5 kg) or nearest equivalent of pork. DO NOT report smoked, cured, cooked, or canned products such

Subcategory: Pork		Quantity	Unit	Price	Description
Is tax included in the shelf price?					
Yes	<input type="checkbox"/> Check	No	<input type="checkbox"/> Check		
Name of Most Frequently Used Store:					
Pork	Pork Chops				
	Pork Loin Roast				
Name of Second Most Used Store:					
Pork	Pork Chops				
	Pork Loin Roast				
Subcategory Comments:					

Category: Meat and Dairy

Lamb Instructions: Price 1 lb. (0.5 kg) or nearest weight of lamb. Identify and report prices for fresh or uncooked frozen cuts of lamb.

Subcategory: Lamb		Quantity	Unit	Price	Description
Is tax included in the shelf price?					
Yes	<input type="checkbox"/> Check	No	<input type="checkbox"/> Check		
Name of Most Frequently Used Store:					
Lamb	Typical				
	Substitute				
Name of Second Most Used Store:					
Lamb	Typical				
	Substitute				
Subcategory Comments: Neither store sells lamb					

Seafood Instructions: Price 1 lb. (0.5 kg) or nearest equivalent of salmon steak and 5 oz. cans of tuna. If fresh fish filet is not available, price fresh whole or frozen fish filet; report type and brand, if applicable. DO NOT report lobster, shrimp, clams, or other shellfish.

Subcategory: Seafood		Quantity	Unit	Price	Description
Is tax included in the shelf price?					
Yes	<input type="checkbox"/> Check	No	<input type="checkbox"/> Check		
Name of Most Frequently Used Store:					
Fresh Fish (uncooked file; specify type)	Typical				
	Substitute				
Canned Tuna	Typical				
	Substitute				
Name of Second Most Used Store:					
Fresh Fish (uncooked file; specify type)	Typical				
	Substitute				
Canned Tuna	Typical				
	Substitute				
Subcategory Comments:					

Category: Meat and Dairy

Poultry Instructions: Price 1 lb./kg for uncooked, whole "ready to cook" chicken. If unavailable, price uncooked fresh or frozen

Subcategory: Poultry		Quantity	Unit	Price	Description
Is tax included in the shelf price?					
Yes <input type="checkbox"/> Check	No <input type="checkbox"/> Check				

Name of Most Frequently Used Store:

Poultry	Typical				
	Substitute				

Name of Second Most Used Store:

Poultry	Typical				
	Substitute				

Subcategory Comments:

Subcategory: Dairy Products		Quantity	Unit	Price	Brand and Description
Is tax included in the shelf price?					
Yes <input type="checkbox"/> Check	No <input type="checkbox"/> Check				

Name of Most Frequently Used Store:

Eggs Instructions: Price a dozen eggs; specify size and number of eggs (if a dozen is unavailable).

Eggs	Typical				
	Substitute				

Ice Cream Instructions: Price 1/2 gallon (1896 ml) or nearest equivalent of vanilla ice cream. DO NOT report premium brands.

Ice Cream (liter / quart)	Typical				
	Substitute				

Cheese Instructions: Price 8 oz. (227 grams) or nearest equivalent of natural, firm to hard cheese (e.g. Cheddar, Gouda, Provolone)

Cheese (natural, firm to hard)	Typical				
	Substitute				

Yogurt Instructions: Price 6 oz. (170 grams) or nearest equivalent of single-serve original yogurt (e.g. YoPlait, Dannon). DO NOT report special flavors or yogurts containing berries, nuts, etc.

Yogurt, Plain	Typical				
	Substitute				

Milk Instructions: Price 1/2 gallon (2L) or nearest available size of 2% milk. If fresh milk is unavailable or is unsafe to use report price of UHT (long-life) milk. Explain the need for this product in the subcategory comments section.

Fresh Milk	Typical				
	Substitute				

Non-Dairy Milk Instructions: Price 64 oz. (2 liter) or nearest equivalent of non-dairy milk such as Almond or Soy.

Non-Dairy Milk (Soy, Almond)	Typical				
	Substitute				

Category: Meat and Dairy

Name of Second Most Used Store:

Eggs	Typical				
	Substitute				
Ice Cream (liter / quart)	Typical				
	Substitute				
Cheese (natural, firm to hard)	Typical				
	Substitute				
Yogurt, Plain	Typical				
	Substitute				
Fresh Milk	Typical				
	Substitute				
Non-Dairy Milk (Soy, Almond)	Typical				
	Substitute				

Subcategory Comments:

Category: Groceries

Category Tax Rate:	Enter Tax Rate Here			
Subcategory: Bread and Flour	Quantity	Unit	Price	Brand and Description
Is tax included in the shelf price?				
Yes <input type="checkbox"/> Check	No <input type="checkbox"/> Check			

Name of Most Frequently Used Store:

Bread Instructions: Price 16 oz. (454 grams) or nearest equivalent loaf of white bread. DO NOT report hot dog, hamburger or dinner rolls. All items must be identified by weight, not as "slice" or "loaf."

White Bread (sliced)	Typical				
	Substitute				

Flour Instructions: Price 5 lb. (2-3 kg) or nearest equivalent general-purpose flour. DO NOT report special types such as cake flour.

General Purpose Flour	Typical				
	Substitute				

Name of Second Most Used Store:

White Bread (sliced)	Typical				
	Substitute				
General Purpose Flour	Typical				
	Substitute				

Subcategory Comments:

Cereal Instructions: Price 18 oz. (510.3 grams) or nearest equivalent types of dry, ready-to-eat breakfast cereals. DO NOT report packages of individual serving size or bulk cereal boxes.

Subcategory: Cereal	Quantity	Unit	Price	Brand and Description
Is tax included in the shelf price?				
Yes <input type="checkbox"/> Check	No <input type="checkbox"/> Check			

Name of Most Frequently Used Store:

Breakfast Cereal (ready-to-eat)	Typical				
	Substitute				

Name of Second Most Used Store:

Breakfast Cereal (ready-to-eat)	Typical				
	Substitute				

Subcategory Comments:

Category: Groceries

Subcategory: Rice and Pasta		Quantity	Unit	Price	Brand and Description
Is tax included in the shelf price?					
Yes <input type="checkbox"/>	Check <input type="checkbox"/>				
No <input type="checkbox"/>	Check <input type="checkbox"/>				

Name of Most Frequently Used Store:

Rice Instructions: Price 1 lb (0.5 kg) or nearest equivalent of white rice. DO NOT report pre-cooked (instant or minute rice) or flavored

Regular Rice	Typical				
	Substitute				

Pasta Instructions: Price 1 lb (0.5 kg) or nearest equivalent of types of uncooked, dry pasta (e.g. spaghetti, macaroni, linguini, etc.). DO NOT report fresh or stuffed pasta, such as tortellini, ravioli, etc.

Pasta (Uncooked)	Typical				
	Substitute				

Name of Second Most Used Store:

Regular Rice	Typical				
	Substitute				

Pasta (Uncooked)	Typical				
	Substitute				

Subcategory Comments:

Subcategory: Tea and Coffee		Quantity	Unit	Price	Brand and Description
Is tax included in the shelf price?					
Yes <input type="checkbox"/>	Check <input type="checkbox"/>				
No <input type="checkbox"/>	Check <input type="checkbox"/>				

Name of Most Frequently Used Store:

Tea Instructions: Price 100 tea bags or nearest equivalent. DO NOT report loose tea, special blends, herbal teas, or instant mixes.

Tea	Typical				
	Substitute				

Coffee Instructions: Price 39.9 oz. (1.1 kg) or nearest equivalent can of ground coffee. DO NOT report instant or special roast.

Ground Coffee	Typical				
	Substitute				

Single Serve Coffee Instructions: Price 18-count box or nearest equivalent for use in single serve brewing systems such as Keurig coffee makers (e.g. K-Cups). LIST number of individual cups in a box; DO NOT record quantity in grams.

Single Serve Coffee Cups	Typical				
	Substitute				

Name of Second Most Used Store:

Tea	Typical				
	Substitute				

Ground Coffee	Typical				
	Substitute				

Single Serve Coffee Cups	Typical				
	Substitute				

Subcategory Comments:

Category: Groceries

Soft Drinks and Bottled Water Instructions: Price 1 liter bottled water, and 144 fl. oz./4-5 liters for soft drinks (12 pack) or nearest equivalent. Report sizes and types of soft drinks and non-carbonated bottled water containers (e.g. liter, milliliter, quart, fluid ounces). If the item is sold by the case, specify the number of containers in the case and size of each item (e.g. 24, 12 oz. cans), and the total cost for the case. The quantity should correspond to the price listed.

Subcategory: Soft Drinks and Bottled Water	Quantity	Unit	Price	Brand and Description
Is tax included in the shelf price?				
Yes <input type="checkbox"/> Check	No <input type="checkbox"/> Check			

Name of Most Frequently Used Store:

Carbonated Soft Drink	Typical				
	Substitute				
Bottled Drinking Water	Typical				
	Substitute				

Name of Second Most Used Store:

Carbonated Soft Drink	Typical				
	Substitute				
Bottled Drinking Water	Typical				
	Substitute				

Subcategory Comments:

Category: Groceries

Subcategory: Candy and Sugar		Quantity	Unit	Price	Brand and Description
Is tax included in the shelf price?					
Yes	<input type="checkbox"/> Check				
No	<input type="checkbox"/> Check				
Name of Most Frequently Used Store:					
Candy Bar Instructions: Price 1.55 oz. (40-50 grams) or nearest equivalent plain chocolate bar without nuts or other fillers.					
Candy Bar - Plain	Typical				
	Substitute				
Sugar Instructions: Price 4 lb. bag (2 kg) or nearest equivalent of granulated sugar. DO NOT report superfine, brown, powdered, cube, lump, or single packet types.					
Granulated Sugar	Typical				
	Substitute				
Name of Second Most Used Store:					
Candy Bar - Plain	Typical				
	Substitute				
Granulated Sugar	Typical				
	Substitute				
Subcategory Comments:					

Category: Groceries

Baby Food Instructions: Price 7 oz. (200 grams) of strained vegetables or fruit or nearest equivalent. DO NOT report meat, cereals, or specialty items.

Subcategory: Baby Food		Quantity	Unit	Price	Brand and Description
Is tax included in the shelf price?					
Yes <input type="checkbox"/> Check	No <input type="checkbox"/> Check				

Name of Most Frequently Used Store:

Baby Food (excluding meat & cereal)	Typical				
	Substitute				

Name of Second Most Used Store:

Baby Food (excluding meat & cereal)	Typical				
	Substitute				

Subcategory Comments:

Subcategory: Fats		Quantity	Unit	Price	Brand and Description
Is tax included in the shelf price?					
Yes <input type="checkbox"/> Check	No <input type="checkbox"/> Check				

Name of Most Frequently Used Store:

Cooking Oil Instructions: Price 48 fl. Oz. (1-2 L) or nearest equivalent. DO NOT report olive oil or specialty oils.

Cooking Oil	Typical				
	Substitute				

Peanut Butter Instructions: Price 16 OZ jar (440-460 g) or nearest available size of creamy style peanut butter.

Peanut Butter	Typical				
	Substitute				

Name of Second Most Used Store:

Cooking Oil	Typical				
	Substitute				
Peanut Butter	Typical				
	Substitute				

Subcategory Comments:

Category: Fruits and Vegetables

Fresh Fruit Instructions: Price fruit at time of price collection. DO NOT estimate "off season" prices. If imported fruit is notably higher priced than local produce, identify them in the "brand and description column" and report percent of use of imported versus local. All items, with the exception of bananas (must use price per pound/kg), may be identified by either weight or as "each."

Category Tax Rate:	Enter Tax Rate Here			
Subcategory: Fresh Fruit	Quantity	Unit	Price	Brand and Description
Is tax included in the shelf price?				
Yes <input type="checkbox"/> Check	No <input type="checkbox"/> Check			
Name of Most Frequently Used Store:				
Oranges				
Lemons				
Apples				
Bananas				
Strawberries				
Name of Second Most Used Store:				
Oranges				
Lemons				
Apples				
Bananas				
Strawberries				
Subcategory Comments:				

Fresh Vegetables Instructions: Price vegetables at time of price collection. DO NOT estimate "off season" prices. If imported vegetables are notably higher priced than local produce, identify them in the "brand and description column" and report percent of use of imported versus local. All items should be identified by price per pound/kg, not as "each," "bunch," or "package."

Subcategory: Fresh Vegetables	Quantity	Unit	Price	Brand and Description
Name of Most Frequently Used Store:				
Potatoes				
Carrots				
Onions				
Tomatoes				
Broccoli				
Spinach, fresh				

Category: Fruits and Vegetables

Name of Second Most Used Store:

Potatoes				
Carrots				
Onions				
Tomatoes				
Broccoli				
Spinach, fresh				

Subcategory Comments:

Canned Fruit Instructions: Price 822-879 grams (29-31 oz.) size or nearest equivalent. Substitute and identify local varieties only when types specified are not available.

Subcategory: Canned Fruit	Quantity	Unit	Price	Brand and Description
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Name of Most Frequently Used Store:

Peaches				
Pineapples				
Pears				

Name of Second Most Used Store:

Peaches				
Pineapples				
Pears				

Subcategory Comments:

Canned Juice Instructions: Price 46 fl. oz. (1.36 liter) or nearest equivalent canned juice. If the specified types of juice are unavailable, report and identify local substitutions. If canned juice is unavailable, report price of boxed juice in one liter or larger containers. **DO NOT price frozen concentrates.**

Subcategory: Canned Juice	Quantity	Unit	Price	Brand and Description
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Name of Most Frequently Used Store:

Apple Juice				
Orange Juice				
Tomato Juice				

Name of Second Most Used Store:

Apple Juice				
Orange Juice				
Tomato Juice				

Subcategory Comments:

Category: Fruits and Vegetables

Canned Vegetables Instructions: Price 425-482 grams (15-17 oz.) or the nearest equivalent. Substitute and identify local varieties only when types specified are not available.

Subcategory: Canned Vegetables	Quantity	Unit	Price	Brand and Description
Name of Most Frequently Used Store:				
Green Peas				
Corn				
Tomatoes				
Name of Second Most Used Store:				
Green Peas				
Corn				
Tomatoes				
Subcategory Comments:				

Frozen Foods Instructions: Price 1 lb. or nearest equivalent. Substitute and identify local varieties only when types specified are not available.

Subcategory: Frozen Foods	Quantity	Unit	Price	Brand and Description
Name of Most Frequently Used Store:				
String Beans				
French Fries				
Mixed Vegetables				
Frozen Fruit (Blueberries or Raspberries)				
Name of Second Most Used Store:				
String Beans				
French Fries				
Mixed Vegetables				
Frozen Fruit (Blueberries or Raspberries)				
Subcategory Comments:				

Category: Alcohol and Tobacco

Category Tax Rate:	Enter Tax Rate Here
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Subcategory: Wine	Quantity	Unit	Price	Brand and Description
Is tax included in the shelf price?				
Yes <input type="checkbox"/> Check	No <input type="checkbox"/> Check			

Name of Most Frequently Used Store:

Wine Instructions: Price 0.75 liter bottles or nearest equivalent. Report and identify brands and bottle sizes (e.g. liter, milliliter, quart, fluid ounces, etc) of domestically produced, non-vintage, table wine only. If domestic wines are unavailable, report reasonably prices imported table wines.

Table Wine (no premium brands)	Typical				
	Substitute				

Name of Second Most Used Store:

Table Wine (no premium brands)	Typical				
	Substitute				

Subcategory Comments:

Whiskey Instructions: Price 0.75 liter bottles or nearest equivalent. Report and identify brands and bottle sizes of scotch, rye, bourbon and blends. DO NOT report premium whiskeys (e.g. 12 year old types) and products whose price is affected by a special or

Subcategory: Whiskey	Quantity	Unit	Price	Brand and Description
Is tax included in the shelf price?				
Yes <input type="checkbox"/> Check	No <input type="checkbox"/> Check			

Name of Most Frequently Used Store:

Whiskey (no premium brands)	Typical				
	Substitute				

Name of Second Most Used Store:

Whiskey (no premium brands)	Typical				
	Substitute				

Subcategory Comments:

Beer Instructions: Price six pack of 12 fl. oz. (355 ml) cans of common brands (e.g. Budweiser, Miller Lite) or nearest equivalent. Report brand and size of container for each price level. If the item is sold by the case, specify the number of containers in the case and the size of each item (e.g. 24, 12 oz. cans), and the total cost for the total case. The quantity reported should correspond to the listed price.

Subcategory: Beer	Quantity	Unit	Price	Brand and Description
Is tax included in the shelf price?				
Yes <input type="checkbox"/> Check	No <input type="checkbox"/> Check			

Name of Most Frequently Used Store:

Beer (no premium brands)	Typical				
	Substitute				

Name of Second Most Used Store:

Beer (no premium brands)	Typical				
	Substitute				

Subcategory Comments:

Category: Alcohol and Tobacco

Cigarettes Instructions: Price carton (200) of cigarettes and identify brand names. If size is other than 200 cigarettes, report quantity. Specify if the brand is locally manufactured or imported. DO NOT include sales tax.

Subcategory: Cigarettes		Quantity	Unit	Price	Brand and Description
Is tax included in the shelf price?					
Yes	No				
<input type="checkbox"/> Check	<input type="checkbox"/> Check				
Name of Most Frequently Used Store:					
Cigarettes (carton of 200)	Typical				
	Substitute				
Name of Second Most Used Store:					
Cigarettes (carton of 200)	Typical				
	Substitute				
Subcategory Comments:					

Category: Clothing

Category Tax Rate:		Enter Tax Rate Here	
Subcategory: Men's Clothing		Price	Brand and Description
Is tax included in the shelf price?			
Yes <input type="checkbox"/> Check	No <input type="checkbox"/> Check		
Name of Most Frequently Used Store:			
Dress Slacks Instructions: Price only ready-made types, brands, and fabrics suitable for office wear.			
Men's Dress Slacks	Typical		
	Substitute		
Dress Shirt Instructions: DO NOT report suits or evening wear, or items made with unusual fabrics such as silk or cashmere.			
Men's Dress Shirt	Typical		
	Substitute		
Dress Shoes: Price leather, or simulated types suitable for office wear.			
Men's Dress Shoes	Typical		
	Substitute		
Name of Second Most Used Store:			
Men's Dress Slacks	Typical		
	Substitute		
Men's Dress Shirt	Typical		
	Substitute		
Men's Dress Shoes	Typical		
	Substitute		
Subcategory Comments:			
Subcategory: Women's Clothing		Price	Brand and Description
Is tax included in the shelf price?			
Yes <input type="checkbox"/> Check	No <input type="checkbox"/> Check		
Name of Most Frequently Used Store:			
Dress Shirt Instructions: Price only ready-made clothing suitable for office wear.			
Women's Dress Shirt	Typical		
	Substitute		
Dress Skirt Instructions: DO NOT report evening wear, suits, dresses, or items with extravagant ornamentation trim (e.g. leather/fur trim).			
Women's Dress Skirt	Typical		
	Substitute		
Dress Slacks Instructions: Price only ready-made clothing suitable for office wear.			
Women's Dress Slacks	Typical		
	Substitute		
Dress Instructions: Price only ready-made clothing suitable for office wear.			
Women's Dress	Typical		
	Substitute		

Category: Clothing

Name of Second Most Used Store:

Women's Dress Shirt	Typical		
	Substitute		
Women's Dress Skirt	Typical		
	Substitute		
Women's Dress Slacks	Typical		
	Substitute		
Women's Dress	Typical		
	Substitute		

Subcategory Comments:

Subcategory: Children's Clothing		Price	Brand and Description
Is tax included in the shelf price?			
Yes	<input type="checkbox"/> Check	No	<input type="checkbox"/> Check

Name of Most Frequently Used Store:

Jeans Instructions: Pricet jeans commonly worn by children aged 10-12. Include prices for girls' or boys' jeans.

Children's Jeans	Typical		
	Substitute		

Athletic Shoes Instructions: Price athletic shoes, leather or other simulated types, used for school wear by children ages 10-12.

Children's Athletic Shoes	Typical		
	Substitute		

Name of Second Most Used Store:

Children's Jeans	Typical		
	Substitute		
Children's Athletic Shoes	Typical		
	Substitute		

Subcategory Comments:

Category: Personal Care

Category Tax Rate:		Enter Tax Rate Here			
Subcategory: Toiletries		Quantity	Unit	Price	Brand and Description
Is tax included in the shelf price?					
Yes	<input type="checkbox"/> Check	No	<input type="checkbox"/> Check		
Name of Most Frequently Used Store:					
Toothpaste Instructions: Price 198 grams (7 oz.) or nearest equivalent toothpaste for normal tooth care. DO NOT report specialty brands for sensitive teeth or denture cleaners.					
Toothpaste	Typical				
	Substitute				
Razor Blades Instructions: Price packages of 10 stainless steel twin blades, or the nearest equivalent. Identify the type and number of blades in each package reported. DO NOT report disposable razors.					
Razor Blades (pkg of 10 twin blades)	Typical				
	Substitute				
Sanitary Napkins Instructions: Price 24-pack of regular (medium) maxi pads, or nearest equivalent. Identify the brands and types.					
Sanitary Napkins	Typical				
	Substitute				
Shampoo Instructions: Price 12.6 fl. oz. (373 ml) bottle of shampoo or nearest equivalent. Identify types and brands.					
Shampoo	Typical				
	Substitute				
Deodorant Instructions: Price 2.6 oz. (74 grams), or nearest equivalent. Identify types and brands.					
Deodorant	Typical				
	Substitute				
Name of Second Most Used Store:					
Toothpaste	Typical				
	Substitute				
Razor Blades (pkg of 10 twin blades)	Typical				
	Substitute				
Sanitary Napkins	Typical				
	Substitute				
Shampoo	Typical				
	Substitute				
Deodorant	Typical				
	Substitute				
Subcategory Comments:					

Category: Personal Care

Subcategory: Laundry and Dry Cleaner	Price	Description
Is tax included in the shelf price?		
Yes <input type="checkbox"/> Check No <input type="checkbox"/> Check		

Name of Most Frequently Used Laundry and Dry Cleaner:

Laundered Shirt Instructions: Price regular service for washing and ironing a man's single cotton or polyester shirt commonly worn to the office. DO NOT report charges for special handling or laundering evening wear, dress shirts or unusual fabric.

Launder Men's Shirt		
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Laundered Slacks Instructions: Price dry cleaning a pair of man's slacks commonly worn to the office. DO NOT report charges for special handling, unusual fabrics, or formal attire.

Dry Clean Men's Slacks		
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Name of Second Most Used Laundry and Dry Cleaner:

Launder Men's Shirt		
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Dry Clean Men's Slacks		
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Subcategory Comments:

Special Arrangement Instructions: Report price at facilities, such as an Embassy Co-op or local retailer who offers special rates

Special Arrangements for Government Employees:

Name of Laundry and Dry Cleaner:

Launder Men's Shirt		
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Dry Clean Men's Slacks		
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Subcategory Comments:

Category: Personal Care

Hair Services Instructions: If any prices include items or services other than those specified, note this in the comments section.

Subcategory: Hair Services	Price Without Tip	Description
Is tax included in the shelf price?		
Yes <input type="checkbox"/> Check No <input type="checkbox"/> Check		

Name of Most Frequently Used Barber Shop or Salon:

Men's Haircut Instructions: Price a man's regular haircut, without wash or special styling or blow dry.

Men's Regular Haircut		
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Women's Haircut Instructions: Price a shampoo, haircut, and blow dry at a salon.

Women's Shampoo, Haircut & Blow Dry		
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Women's Hair Color Instructions: Price a standard hair color service. DO NOT include package deals (e.g. cut and dry).

Women's Hair Color (Hair Services)		
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Child's Haircut Instructions: Price a child's haircut. If the price varies by type of cut, or age of child, specify specifically.

Child's Haircut		
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Name of Second Most Used Barber Shop or Salon:

Men's Regular Haircut		
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Women's Shampoo, Haircut & Blow Dry		
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Women's Hair Color (Hair Services)		
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Child's Haircut		
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Subcategory Comments:

Special Arrangements for Government Employees:

Name of Barber Shop or Salon:

Men's Regular Haircut		
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Women's Shampoo, Haircut & Blow Dry		
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Womens Hair Color (Hair Services)		
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Child's Haircut		
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Subcategory Comments:

Category: Household Furnishings and Supplies

Category Tax Rate:		Enter Tax Rate Here	
Subcategory: Household Appliances		Price	Brand and Description
Is tax included in the shelf price?			
Yes	<input type="checkbox"/> Check	No	<input type="checkbox"/> Check
Name of Most Frequently Used Store:			
Microwave Instructions: Price basic mid-sized electric portable models. Specify wattage and capacity. Ovens should be between 800-1000 watts and approximately one cubic foot, or 25-30 liter capacity.			
Microwave	Typical		
	Substitute		
Toaster Instructions: Price basic two-slice, pop-up, types of bread toasters. Exclude toaster ovens.			
Two-slice Toaster	Typical		
	Substitute		
Standard Coffee Maker Instructions: Price for a black or silver single serve multi-cup size coffee maker. DO NOT price espresso, combo or dual cup units. Preferred Brands Keurig or Mr. Coffee. DO NOT price sale or close out items.			
Standard Coffee Maker	Typical		
	Substitute		
Single Cup Coffee Maker Instructions: Price coffee brewing systems such as Keurig machines that make single cups of coffee. DO NOT report standard, coffee pot makers.			
Single Cup Coffee Maker	Typical		
	Substitute		
Blender Instructions: Price a standard blender. DO NOT report prices for food processors, smoothie machines, etc.			
Blender	Typical		
	Substitute		
Name of Second Most Used Store:			
Microwave	Typical		
	Substitute		
Two-slice Toaster	Typical		
	Substitute		
Standard Coffee Maker	Typical		
	Substitute		
Single Cup Coffee Maker	Typical		
	Substitute		
Blender	Typical		
	Substitute		
Subcategory Comments:			

Category: Household Furnishings and Supplies

Washing Machine Instructions: Price fully automatic, front loading washing machines 3.5 to 4.5 cu ft. capacity. Specify the

Subcategory: Washing Machine	Price	Brand and Description		
Is tax included in the shelf price?				
Yes <input type="checkbox"/> Check	No <input type="checkbox"/> Check			

Name of Most Frequently Used Store:

Washing Machine	Typical			
	Substitute			

Name of Second Most Used Store:

Washing Machine	Typical			
	Substitute			

Subcategory Comments:

Subcategory: PC Supplies	Quantity	Unit	Price	Brand Description
Is tax included in the shelf price?				
Yes <input type="checkbox"/> Check	No <input type="checkbox"/> Check			

Name of Most Frequently Used Store:

Ink Cartridge Instructions: Price standard home/personal ink cartridge designed for personal computer printers

Black Ink Cartridge	Typical			
	Substitute			

Printer Paper Instructions: Price package of paper, approximately 500 sheets, for a personal computer printer

Printer Paper (500 sheets)	Typical			
	Substitute			

Name of Second Most Used Store:

Black Ink Cartridge	Typical			
	Substitute			
Printer Paper (500 sheets)	Typical			
	Substitute			

Subcategory Comments:

Category: Household Furnishings and Supplies

Subcategory: Consumables		Quantity	Unit	Price	Brand and Description
Is tax included in the shelf price?					
Yes <input type="checkbox"/> Check	No <input type="checkbox"/> Check				

Name of Most Frequently Used Store:

Laundry Detergent Instructions: Price 100 fl. Oz. (64 loads) High Efficiency liquid laundry detergent purchased for household laundry use. **DO NOT** report fabric softeners, liquid hand wash cleaners, detergent pods or special purpose products.

Laundry Detergent	Typical				
	Substitute				

Disposable Diapers Instructions: Price package of 48 or nearest equivalent. **DO NOT** report diapers for children over age 2 or for adults.

Disposable Diapers	Typical				
	Substitute				

Name of Second Most Used Store:

Laundry Detergent	Typical				
	Substitute				

Disposable Diapers	Typical				
	Substitute				

Subcategory Comments:

Local Telephone Instructions: Price local phone service. Under "Fixed Cost," enter the basic charge for private residential phone service. Specify the period covered (e.g. monthly, quarterly, etc.). **DO NOT** include bundled pricing for internet, telephone, and cable.

Subcategory: Residential Telephone		Cost	No. of Local Calls Incl in Fixed Cost	Cost for Each Additional Local Call	Length of Local Call	Description
Is tax included in the shelf price?						
Yes <input type="checkbox"/> Check	No <input type="checkbox"/> Check					

Cost for Local Telephone Service					
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Fixed cost is for which type of service?

Subcategory Comments:

Cellular Telephone Instructions: Price cell phone plan for 1 month of service including unlimited minutes, unlimited text and picture messaging.

Subcategory: Cellular Telephone		Cost	No. of Calls Incl in Fixed Cost	Cost for Each Additional Call	Description
Is tax included in the shelf price?					
Yes <input type="checkbox"/> Check	No <input type="checkbox"/> Check				

Cost for 1-month Cellular Phone Service					
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Subcategory Comments:

Internet Service Instructions: Price monthly cost for unlimited DSL/cable internet service. Do not report initial set up costs.

Subcategory: Internet Service		Monthly Cost	Description
Is tax included in the shelf price?			
Yes <input type="checkbox"/> Check	No <input type="checkbox"/> Check		

Monthly Internet fee (DSL)			
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Subcategory Comments:

Category: Household Furnishings and Supplies

Category: Medicine

Category Tax Rate:		Enter Tax Rate Here			
Subcategory: Medicine		Quantity	Unit	Price	Brand and Description
Is tax included in the shelf price?					
Yes	<input type="checkbox"/> Check	No	<input type="checkbox"/> Check		
Name of Most Frequently Used Store:					
Pain Reliever Instructions: Price 100 tablet (325 mg) analgesic compounds or nearest equivalent size. Report quantity in # of tablets/capsules. DO NOT report quantity as "bottle." Compounds may include any pain reliever available (e.g. aspirin, acetaminophen, ibuprofen) combined with other ingredients such as caffeine, buffering agents, or coatings. Specify the type of compound priced. DO NOT report child-strength or extra-strength pain relievers.					
Pain Reliever (325 mg strength)	Typical				
	Substitute				
Vitamins Instructions: Price 50-count over-the-counter, multi-vitamin tablets or nearest equivalent. Include generic or local house brand.					
Adult Multi-Vitamins	Typical				
	Substitute				
Allergy Medication Instructions: Price 45-count over-the-counter bottle of Loratadine tablets (e.g. Claritin) or nearest available size. DO NOT report other allergy medication such as nasal sprays or syrups. Report name, and identify generic or local house brand.					
Allergy Medication	Typical				
	Substitute				
Name of Second Most Used Store:					
Pain Reliever (325 mg strength)	Typical				
	Substitute				
Adult Multi-Vitamins	Typical				
	Substitute				
Allergy Medication	Typical				
	Substitute				
Subcategory Comments:					

Category: Recreation

Category Tax Rate:		Enter Tax Rate Here	
Subcategory: Audio Visual Supplies		Price	Brand and Description
Is tax included in the shelf price?			
Yes <input type="checkbox"/> Check	No <input type="checkbox"/> Check		
Name of Most Frequently Used Store:			
Blu-Ray Player Instructions: Price single Blu-Ray players equipped with Wi-Fi or internet for streamlining services. DO NOT price recorders, players with 3D capabilities, portable or multi-disc players, or video-game consoles that play Blu-Ray discs.			
Blu-Ray Player	Typical		
	Substitute		
48" Flat Screen HD TV Instructions: Price 48" 1080p 60 Hz Flat screen HD TVs (e.g. Samsung/Vizio). DO NOT report 4K or other non-standard feature television sets.			
48" Flat Screen HD TV	Typical		
	Substitute		
Blu-Ray Disc Instructions: Price current top-selling Blu-Ray movies. DO NOT price box sets, special gift collections or complete first series packs.			
Blu-Ray Disc	Typical		
	Substitute		
Name of Second Most Used Store:			
Blu-Ray Player	Typical		
	Substitute		
48" Flat Screen HD TV	Typical		
	Substitute		
Blu-Ray Disc	Typical		
	Substitute		
Subcategory Comments:			
Subcategory: Photographic Supplies		Price	Brand and Description
Is tax included in the shelf price?			
Yes <input type="checkbox"/> Check	No <input type="checkbox"/> Check		
Name of Most Frequently Used Store:			
Film Processing Instructions: Price per single print for digitally processing standard 4 x 6 prints at a digital processing kiosk.			
Digital Film Processing (single print 4 x 6)	Typical		
	Substitute		
Micro SD Card Instructions: Price one 16 gigabyte micro SDHC memory cards. DO NOT price standard SD cards, Mini SD cards.			
Micro SD Card (16 GB)	Typical		
	Substitute		
Name of Second Most Used Store:			
Digital Film Processing (single print 4 x 6)	Typical		
	Substitute		
Micro SD Card (16 GB)	Typical		
	Substitute		
Subcategory Comments:			

Category: Recreation

Subcategory: Reading Material		Price	Brand and Description
Is tax included in the shelf price?			
Yes	<input type="checkbox"/> Check	No	<input type="checkbox"/> Check

Name of Most Frequently Used Store:

Paperback Book Instructions: Price paperback books of approximately 300-500 pages for a current best-selling novel. List title and number of pages. Report price of English language paperbacks. DO NOT report box sets.

Paperback Book	Typical		
	Substitute		

Daily Newspaper Instructions: Price single copy newspaper of frequently purchased English Language daily newspapers.

Daily Newspaper	Typical		
	Substitute		

Weekly News Magazine Instructions: Price single copies of the most frequently purchased weekly news magazines. Report titles and languages of magazines.

Weekly News Magazine	Typical		
	Substitute		

Name of Second Most Used Store:

Paperback Book	Typical		
	Substitute		
Daily Newspaper	Typical		
	Substitute		
Weekly News Magazine	Typical		
	Substitute		

Subcategory Comments:

Subcategory: Recreational Equipment		Price	Brand and Description
Is tax included in the shelf price?			
Yes	<input type="checkbox"/> Check	No	<input type="checkbox"/> Check

Name of Most Frequently Used Store:

Bicycle Instructions: Price touring, or all terrain (10-15 speed), bicycles typically purchased for teenagers. DO NOT report bicycles designed for racing or motorized bicycles.

Bicycle	Typical		
	Substitute		

Soccer Ball Instructions: Price a standard size black and white soccer ball.

Soccer Ball	Typical		
	Substitute		

Name of Second Most Used Store:

Bicycle	Typical		
	Substitute		
Soccer Ball	Typical		
	Substitute		

Subcategory Comments:

Category: Recreation

Subcategory: Recreational Activities			Price	Outlet and Location
Is tax included in the shelf price?				
Yes	<input type="checkbox"/> Check	No	<input type="checkbox"/> Check	

Most Frequently Used:

Movie Theater Instructions: Price adult evening admission to first-run, regular length films. If rates differ between weekdays and weekends, show both prices. Specify whether movies are in English or a foreign language.

Movie Theater	Weekday	Typical		
		Substitute		
	Weekend	Typical		
		Substitute		

Performing Arts Instructions: Price adult admission for typical professional, live, performances. If rates differ between weekdays and weekends, report both. Ticket prices should be for the type of performance in progress at the time of the price collection (e.g. symphony, drama, opera, ballet, etc.) Describe type of performance priced. Describe event in the comments section.

Performing Arts	Weekday	Typical		
		Substitute		
	Weekend	Typical		
		Substitute		

Sports Events Instructions: Price adult admission for typical professional sports events. If rates differ between weekdays and weekends, show both. Ticket prices should be for the type of sports event in progress at the time of the price collection. Identify the type of sports event priced.

Sports Events	Weekday	Typical		
		Substitute		
	Weekend	Typical		
		Substitute		

Subcategory Comments:

Special Arrangement Instructions: List ticket price of movies on base, discounts to local recreational activities, or any other special arrangements available to military members.

Special Arrangements for Government Employees:

Movie Theater	Weekday	Typical		
		Substitute		
	Weekend	Typical		
		Substitute		
Performing Arts	Weekday	Typical		
		Substitute		
	Weekend	Typical		
		Substitute		
Sports Events	Weekday	Typical		
		Substitute		
	Weekend	Typical		
		Substitute		

Subcategory Comments:

Category: Recreation

Subcategory: Pet Food		Quantity	Unit	Price	Brand and Description
Is tax included in the shelf price?					
Yes	<input type="checkbox"/> Check	No	<input type="checkbox"/> Check		
Name of Most Frequently Used Store:					
Cat Food Instructions: Price a 7 lb. (3-4 kg) or nearest available size bag of dry cat food. DO NOT price cans.					
Cat Food	Typical				
	Substitute				
Dog Food Instructions: Price an 8 lb. (3-4 kg) or nearest available size bag of dry dog food. DO NOT price cans.					
Dog Food	Typical				
	Substitute				
Name of Second Most Used Store:					
Cat Food	Typical				
	Substitute				
Dog Food	Typical				
	Substitute				
Subcategory Comments:					

Category: Public Transportation

Taxi Instructions: Price of individual hire of a taxi for a distance of approximately 1.25 miles (or 2 km) in the “downtown” area. Report special rates for rush hour service, telephone hire, luggage, or other services separately. Report minimum fare, and specify corresponding distance in miles or kilometers or time.

Subcategory: Taxi	Distance	Unit	Price	Tip %	Description
Name of Most Frequently Used Taxi Company:					
Approx. 1.25 miles or 2 km					
Subcategory Comments:					

Bus Instructions: Price the standard one-way fare without transfer. DO NOT report long-distance or intercity, fares.

Subcategory: Municipal Bus	Distance	Unit	Price	Description
This is the local city bus, if available.				
Subcategory Comments:				

Subway Instructions: Price the fare and length of a typical trip.

Subcategory: Subway	Distance	Unit	Price	Description
This is the local subway, if available.				
Subcategory Comments:				

Category: Personally Owned Vehicle

Personally Owned Vehicle Instructions: 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 overseas location, identify, and price the most-commonly used type of vehicle and, under "Subcategory comments," report why a different type of car is needed.

Category Tax Rate:		Enter Tax Rate Here	
Subcategory: Auto Maintenance		Price	Description
Is tax included in the shelf price?			
Yes <input type="checkbox"/> Check	No <input type="checkbox"/> Check		
Name of Most Frequently Used Service Station:			
Oil Change Instructions: Price labor charge, the cost of five quarts (or five liters) of oil, and a standard oil filter.			
Oil Change (Labor, 5 Qts Oil, & Filter)			
Maintenance Instructions: Price for a typical scheduled car maintenance check at 30,000 miles including multi-point inspection, rotating and inspecting tires, inspection of brake pads/shoes/rotors/drums, brake lines and hoses, inspect cooling system and hoses, replace air filter, inspect complete exhaust system, inspect and lubricate ball joints, suspension joints, drive shaft, and u-joints for a 2014 Toyota Camry or similar vehicle. Do not report costs for any other replacement parts not specified above.			
30,000-Mile Car Maintenance			
Labor Instructions: Price the average hourly labor charge of a skilled mechanic as used in determining labor costs to a customer.			
Labor Charge per Hour			
Name of Second Most Used Service Station:			
Oil Change (Labor, 5 Qts Oil, & Filter)			
30,000-Mile Car Maintenance			
Labor Charge per Hour			
Subcategory Comments:			
Special Arrangement Instructions: Report prices of special arrangements for car maintenance available to military members, such as after-hours work by an Embassy GSO mechanic, or discounted rates offered to military members by local service stations.			
Special Arrangements for Government Employees:			
Service Station Name:			
Oil Change (Labor, 5 Qts Oil, & Filter)			
30,000-Mile Car Maintenance			
Labor Charge per Hour			
Subcategory Comments:			

Category: Personally Owned Vehicle

Personally Owned Vehicle Instructions: 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 overseas location, identify, and price the most-commonly used type of vehicle and, under "Subcategory comments," report why a different type of car is needed.

Gasoline Instructions: Price low and high grade octane levels; as well as diesel fuel. DO NOT report methanol fuel. Be sure to indicate whether gas prices are in gallons or liters.

Subcategory: Auto Fuel	Quantity	Unit	Price	Description
Is tax included in the shelf price?				
Yes <input type="checkbox"/> Check				
No <input type="checkbox"/> Check				

Name of Most Frequently Used LOCAL Service Station:

Gasoline	Regular Octane				
	High Octane				
	Diesel				

In spaces above, report full local retail price for gasoline.

Duty-Free or Special Arrangements

Service Station Name:

Gasoline	Regular Octane				
	High Octane				
	Diesel				

In spaces above, report price of gasoline obtained duty-free with coupons or a tax refund program at a local station. If coupons are purchased in U.S. dollars, report the price in dollars and explain in comments section.

Subcategory Comments:

Auto Tire Instructions: Price single radial tires commonly used for a medium-sized car. Specify any allowance for an old tire, any discount allowed for cash purchase, and any recycling fee. DO NOT report any separate fees for mounting and balancing tires.

Subcategory: Auto Tire	Quantity	Unit	Price	Description
Is tax included in the shelf price?				
Yes <input type="checkbox"/> Check				
No <input type="checkbox"/> Check				

Name of Most Frequently Used Store:

Radial Tires	Typical				
	Substitute				

Name of Second Most Used Store:

Radial Tires	Typical				
	Substitute				

Subcategory Comments:

Subcategory: Auto Insurance	Insurance Instructions: Price the <u>annual</u> cost for <u>All Inclusive / All Risk Coverage</u> (the total for liability, collision, and comprehensive). Report the cost for a 25 year old married, male driver, with a good driving record insuring a two year old vehicle, e.g. Toyota Camry.
Is tax included in the shelf price?	
Yes <input type="checkbox"/> Check	
No <input type="checkbox"/> Check	

Most Frequently Used Insurance Company:

Cost of ANNUAL All Inclusive Insurance Premium

Is locally purchased liability insurance required by host-country law?

If employees typically purchase additional insurance from a U.S. based or off-shore company, explain and report the price below in the Comments section.

Cost for any additional required insurance not reported above:

Subcategory Comments:

Category: Childcare and Household Help

Subcategory: Childcare	Hourly Wages	Five Day Weekly Rate	Description
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Most Frequently Used:

Outside the Home Instructions: Price weekly rate (5 days, 8 hours per day) for day care for a 3-4 year old child at a commercial daycare facility or in the home of a daycare provider. If price is paid on an hourly or monthly basis, clearly identify the period covered. List rates without lunches or snacks. **DO NOT** report preschool education programs, such as Montessori schools.

Childcare outside the home			
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In Home Instructions: Price weekly rate (5 days, 8 hours per day) for day care in the parents' home for a 3-4 year old child. If price is paid on an hourly or monthly basis, clearly identify the period covered.

Childcare in the home of the parent			
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Subcategory Comments:

Household Help Instructions: Price hourly rate for the household help typically employed by the average member (E-6) at the location as reported in the most recent Living Pattern Survey. It is extremely important to provide information explaining why domestic help is necessary at the foreign location. Include justification based on security concerns, environmental factors – such as the additional cleaning required by the local climate, language difficulties encountered while marketing, and food preparation problems. **DO NOT** report childcare needs, esentational responsibilities or difficulties encountered only by single members and dual career couples. The data provided must be supported by information describing actual use of household help.

Subcategory: Household Help	Base Hourly Wage	Social Security Tax	Description
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Household Help			
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Avg. number of hours worked per week:

Household Help is necessary for (select yes/no for all applicable blocks):

Security		Shopping / Food Preparation	
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Language		Extra Cleaning / Laundry due to Climate	
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Other (Explain in Comments Section)		
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Justification for Household Help. Explain fully why each type of domestic help listed above is needed at the post. Use additional pages if necessary.

Category: Childcare and Household Help

General Comments (Use additional pages if necessary):