



INSTRUCTIONS TO SENDING THE SURVEY RESPONSE

The survey form will be sent to you through your email. The survey form can be returned by following the below steps:

To respond **electronically**, please follow these steps:

1. Hit REPLY to your email;
2. Enter the requested data (e.g. shift capacity, production information, employment, operating days etc.) in the questionnaire; and
3. Hit SEND.

ADDITIONAL NOTES

1. To make any changes to the contact information (e.g. contact name or email), please make changes in the right box in the survey form or email Mill.Survey@gov.bc.ca.
2. For any questions or technical difficulties, please email Mill.Survey@gov.bc.ca.
3. If the mill produces more than one product (e.g. lumber, poles, whole log chips, etc.), please fill the separate survey forms sent to you via email. If you have not received separate forms or have recently started producing other products, please request the survey form by email at Mill.Survey@gov.bc.ca.
4. Please choose the proper scale and units that your company uses to record data (e.g. million board feet or thousand cubic meters).
5. Please complete and return the survey form by the requested response date.