

DS-2021I, Part 4

**INSTRUCTIONS FOR COMPLETING THE
EMBASSY OR CONSULATE STORE REPORT**

This form, combined with the DS-2020, Part 1-3, constitutes a completed Retail Price Schedule. The Office of Allowances uses this report to determine the Post (cost-of-living) Allowance. If your post or location does not have an embassy store, submit only DS-2020, Part 1-3.

- a. If there has been a previous survey, use it as a guide in preparing this report.
- b. Report the prices of goods and services available at the embassy, consulate, or employee association store.
- c. Follow item specifications listed below and on the form..
- d. Report prices in U.S. Dollars; prices should be inclusive of transportation costs.
- e. Use the comment of space provided to describe brand, quality, origin or other pertinent details and for clarification of any issues relating to the item or service.
- f. Substitute items are items bought if the typical item is not available. Report both.
- g. Leave blank items not carried in the store. However, if previously reported, annotate in comments why there is no price.
- h. The majority of the subcategory items are by weight, volume, or as specified.

SPECIFICATIONS

Name of Embassy or
Consulate Facility

Name of the store.

Survey Date

Date prices were collected.

**SUBCATEGORY
ITEM**

SPECIFICATIONS

BEEF

Report by weight - not
pieces or package

The specified meat cuts are those common to most parts of the world.
These meat cuts may be either **fresh or uncooked frozen**.

It is important that the same types of meat cuts be priced in
subsequent reports.

PORK

Report by weight - not
pieces or package

The comments on beef apply to pork.

Exclude smoked, cured, cooked, or canned products.

LAMB

Report by weight - not
pieces or package

Identify and report prices for **fresh or uncooked frozen** cuts of lamb
as specified.

<p>CHICKEN Report by weight - not pieces or package</p>	<p>Report fresh or uncooked frozen parts (<i>dressed</i>) from broilers, fryers, roasters, or hens.</p>
<p>FISH, Fresh Report by weight - not pieces or packages</p>	<p>Identify and report prices for the types of fresh filet or frozen fish filet, describe type, and report brand, if applicable.</p> <p>Exclude lobster, shrimp, prawns, clams, and other shellfish.</p>
<p>FISH, Canned</p>	<p>Identify and report prices of types and sizes such as tuna and salmon.</p> <p>Exclude sardines, shrimp, prawns, clams, and other shellfish.</p>
<p>EGGS Report dozen</p>	<p>Specify size (<i>i.e., jumbo, large, medium, small</i>) and price eggs per dozen (about 24 oz.).</p>
<p>ICE CREAM</p>	<p>Price ice cream most frequently purchased by volume. Price by liter or quart (<i>or nearest equivalent</i>) and specify size.</p>
<p>CHEESE</p>	<p>Report only natural, firm-to-hard cheese (<i>i.e., Cheddar, Edam, Gouda, Mozzarella, Provolone, Romano, Swiss</i>).</p>
<p>MILK, Fresh</p>	<p>Identify and price types and sizes by volume. When fresh milk is unavailable, report price of UHT or long-life milk. Explain need for this product in the comments section.</p> <p>Carefully identify any necessary substitutes.</p>
<p>BREAD, White</p>	<p>Report weight of sliced white loaf bread.</p> <p>Exclude hot dog, hamburger, and dinner rolls.</p>
<p>FLOUR, General purpose</p>	<p>Report package sizes of general purpose flour.</p> <p>Exclude small packages and special types.</p>
<p>CEREAL, Breakfast ready to eat</p>	<p>Identify and report type and size of dry, ready-to-eat breakfast cereals most frequently purchased.</p>
<p>RICE, Regular</p>	<p>Identify and report type and volume of regular rice.</p> <p>Exclude pre-cooked types (<i>i.e., instant or minute</i>).</p>
<p>PASTA, Uncooked</p>	<p>Identify and price type and volume of processed but uncooked pasta commonly purchased (<i>i.e., spaghetti, macaroni, linguini, etc.</i>).</p> <p>Exclude macaroni/cheese and Hamburger Helper, etc.</p>
<p>TEA, Bags</p>	<p>Report and identify brands, package sizes, and common types (<i>regular or decaffeinated</i>). Report by bag.</p> <p>Exclude loose tea, special blends, herb teas, and instant tea mixes.</p>
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COFFEE, Ground and Instant	Report and identify brands, package or can sizes, and common types (<i>regular or decaffeinated</i>) of coffee. Exclude specialty, flavored, or spiced coffees
SOFT DRINKS, Carbonated	Report sizes and types of soft drink (<i>i.e. liter, milliliter, quart, fluid ounces, etc.</i>). The quantity reported should correspond to the price listed.
BOTTLED DRINKING WATER	Report non-carbonated bottled water.
CANDY, Chocolate Bar (plain)	Report only plain chocolate candy bar without nuts or other fillers. If not imported to store, report regular baker's chocolate used for cooking.
SUGAR, Granulated	Report and identify package sizes of granulated sugar only. Exclude brown, powered, cube, lump, and single-packet types.
BABY FOOD, Non meats	Report only strained vegetables or fruit in the sizes commonly purchased. Exclude pure meats, dry cereals, and specialty items.
COOKING OIL	Price and identify brands and sizes of cooking oil.
PEANUT BUTTER	Report smooth peanut butter by weight. Use standard packing of 18oz or nearest equivalent. Exclude brands with nuts (crunchy style).
WINE, Table	Report and identify brands and bottle sizes (<i>i.e., liter, milliliter, quart, fluid ounces, etc.</i>) of reasonably priced imported table wines.
WHISKEY, Bourbon, Scotch, Rye and blends	Report and identify non-premium brands and bottle sizes (<i>e.g., liter, milliliter, quart, fluid ounces, etc.</i>) of bourbon, scotch, rye, and blends. Exclude all premium whiskeys (<i>i.e., 12 year-old types</i>) and products whose price is affected by a special or unusual container.
BEER	Report brand and size of container for each price level. If the item is sold by case, then indicate the size of the containers in the description column (e.g., 12-oz. cans). Report any bottle deposit separately.
CIGARETTES	Report and identify, by brands, cartons of cigarettes (<i>10 packs/20 cigarettes</i>) Specify if size is other than 200 cigarettes and if the brand is a local manufacture or import.

FRUITS, Fresh	Report the price of imported fruits by weight . Identify them in the "brand and description" column.
VEGETABLES, Fresh	<p>Include vegetables available at time of survey. Report by weight.</p> <p>When vegetables are sold by "each", "bunch", etc., weigh the item or carefully estimate the weight. In addition, describe the approximate size of the item or bunch.</p>
FRUITS, Canned	<p>Report prices for smaller size cans only when the 1304 g (46 oz.) cans are not available.</p> <p>If canned juice is not imported but boxes juice is, report one liter or larger containers.</p>
FRUIT JUICES, Canned	<p>Use 822-879 g (29-31 oz.) size or the nearest equivalent. Prices reported must correspond to the reported weights.</p> <p>Substitute and identify local varieties only when types specified are not available.</p>
VEGETABLES, Canned	<p>Use 425-482 g (15-17 oz.) size or the nearest equivalent. Prices reported must correspond to the reported weights.</p> <p>Substitute and identify local varieties only when types specified are not available.</p>
VEGETABLES, Frozen	<p>Use 284 g (10 oz.) package or the nearest equivalent. Prices reported must correspond to the reported weights.</p> <p>Substitute and identify local varieties only when types specified are not available.</p>
TOOTHPASTE	<p>Report types most often purchased for normal tooth care. Use 198 gr. (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.</p> <p>Exclude special sensitive types and denture cleaners.</p>
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>
SANITARY NAPKINS	<p>Price and identify the brands and types most commonly purchased.</p> <p>Use box of 24 or the nearest equivalent.</p>
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SHAMPOO	<p>Price and identify types and brands most frequently used by U.S. Nationals.</p> <p>Use 450 g (16 oz.) size or the nearest equivalent.</p>
DIAPERS, Disposable	<p>Use package of 48 or price and specify the package count of the nearest equivalent.</p> <p>Exclude diapers for children over age 2.</p>
LAUNDRY DETERGENT, Liquid and/or Powdered	<p>Report brands and identify weights and sizes of liquid and/or powdered laundry detergent purchased for household laundry only.</p> <p>Exclude fabric softeners, liquid hand wash cleaners, and special purpose products.</p>
PAIN RELIEVER COMPOUND	<p>List the cost of a typical pain reliever, 100 tabs, 325 mg strength.</p>
MUSIC CD	<p>Report the cost of a typical American music CD (<i>single, no sets</i>)</p>
DVD MOVIE	<p>Report the cost of an America movie (<i>single, no sets</i>) on DVD (<i>non High-Definition</i>).</p>
FILM PROCESSING	<p>Price processing for 24 exposures, 35mm color prints. If film "mailers" require postage, report this extra cost separately. Specify if rolls are other than 24 exposures.</p>
CAMERA FILM	<p>Price film for 24 exposures, 35mm color prints. Specify if rolls are other than 24 exposures.</p>
PAPERBACK BOOK	<p>Report prices for paperback books of approximately 4x7 inches, 300-500 pages. List representative titles and approximate number of pages of books priced.</p> <p>Exclude special editions and those not really pocket size. If possible, report cost of English language paperbacks.</p>

NEWSPAPER, Daily	Report "newsstand" prices for single copies of the most popular weekday papers available locally. Specify newspaper titles and languages. Exclude weekend editions.
NEWS MAGAZINE, Weekly	Report "newsstand" prices for single copies of the most frequently purchased weekly news magazines. Report titles and languages of magazines. Exclude magazines which are not general news types.
FOOD AWAY	List the cost of food sold in the employee or post restaurant Breakfast: list the typical breakfast priced. Lunch: list the side order costs if not included with the entree. Dinner: list side order costs if not included with the entree.