

CUSTOMER ASSESSMENT OF REPORT QUALITY

In our efforts to improve service to customers or users of U.S. Geological Survey (USGS) reports, we would appreciate it if you would take a few moments to help us evaluate our performance. By reading or closely examining this report and completing the enclosed questionnaire, you will help us to determine if the quality of the report meets your expectations in terms of its timeliness, suitability, and usability and with your involvement (if any).

Please return your completed questionnaire in the enclosed self-addressed and stamped envelope at your earliest convenience. Your help is very much appreciated.

Report title and number:

Name and position (optional):

Interest in/connection or relation to USGS program:

Use the following scale to respond to the statements below:	Strongly agree	Agree	Neutral	Disagree	Strongly disagree	Not applicable
1. The report is well written and easy to understand.	1	2	3	4	5	6
2. The length of the report is	appropriate			too long		too short
3. From my perspective, the report is technically sound.	1	2	3	4	5	6
4. This report was delivered in a timely manner.	1	2	3	4	5	6
4a. If not , we were notified that the report was going to be late:		yes		no		
5. This report meets the needs of my organization. If not , please explain in item 7 below.	1	2	3	4	5	6
6. I or someone from my organization was involved in the following stages of this report:	Planning	Design	Writing	Review	Other	None
6a. Our involvement was worthwhile:		yes		no		
7. Suggestion(s) for improving future reports:						
8. Characteristic(s) that I most appreciate about USGS reports:						

Additional comments, positive and(or) negative (continue on the back of this page, if necessary):