

[Mailing Date e.g. <March 10, 2013>]

Dear [Name]:

Thank you for completing *Part 1* of the Household Vehicle Survey! Your continuing participation helps us understand your transportation needs. Enclosed is *Part 2* of the survey, which has four steps (outlined below).

Attached are three booklets: 1) Recharge Questionnaire; 2) Vehicle Driving Diary; and 3) Vehicle Buyers' Guide.

BOOKLET 1: RECHARGE QUESTIONNAIRE

STEP 1	COMPLETE THE RECHARGE QUESTIONNAIRE
<input type="checkbox"/>	Complete and mail the survey back to us (see Step 4).
	OR
<input type="checkbox"/>	Complete the survey online using the link sent to you at [respondents' email].

BOOKLET 2: VEHICLE DRIVING DIARY

After completing the Recharge Questionnaire, please complete a three-day driving diary using your [Diary Vehicle], starting on a [First diary day of week]. Be as accurate as possible, as we will use this information to customize *Part 3* of the survey to match your particular patterns and needs.

STEP 2	PREPARE FOR YOUR DIARY
<input type="checkbox"/>	Read the instructions provided. The evening before your diary begins, place the booklet in your vehicle with a pen or pencil.
STEP 3	COMPLETE YOUR DIARY
<input type="checkbox"/>	Following the directions provided, record all trips taken in your [Diary Vehicle, e.g. <2005 Honda Accord>] during your three-day period: [Day1, Day2, Day3 e.g. <Monday, Tuesday, Wednesday>].
STEP 4	MAIL YOUR COMPLETED DIARY OR ENTER YOUR RESULTS ONLINE
	Send us your diary results in the mail or online before [2 weeks after Mailing Date, e.g. <March 24>]: Mail your completed Recharge Questionnaire and Driving Diary using the postage-paid envelope.
<input type="checkbox"/>	OR Enter your results online using the link sent to you at [respondents' email]. By entering your results online, you can triple your chances of winning one of the four \$500 gift cards to Future Shop.

This concludes *Part 2*.

BOOKLET 3: VEHICLE BUYERS' GUIDE

Do NOT mail this guide back to us, as you will need it to prepare for *Part 3*. Further instructions are provided in the booklet.

It is very important that we receive both completed Booklets 1 and 2 before [2 weeks after Mailing Date <March 24>] so that we can customize *Part 3* of the survey. Once we receive your completed booklets, we will email an electronic link to *Part 3* of your survey within a few weeks. After you complete *Part 3*, you will be sent your \$15 gift card to [selected compensation, e.g. <Starbucks>].

If you have any questions, please contact George Kamiya at (778) 885-1271 or vehicles@sfu.ca.

Sincerely,

Jonn Axsen, PhD
Assistant Professor
Energy and Materials Research Group
Simon Fraser University