



Please correct pre-printed information, **if necessary**, using the corresponding boxes below.



0001	Legal name		0004	Address	
0002	Business name				
0003	C/O		0005	City	0006 Province/territory or state
0028	Last name of contact		0053	Country	0007 Postal code/zip code
0008	First name of contact		0010	Language preference	1 <input type="checkbox"/> English 2 <input type="checkbox"/> French

This information is collected under the authority of the *Statistics Act*, Revised Statutes of Canada, 1985, Chapter S-19.

**COMPLETION OF THIS QUESTIONNAIRE IS A LEGAL REQUIREMENT UNDER THIS ACT.**

## A - Introduction

### Survey purpose

This survey collects financial and operating data needed to produce statistics for your industry. For more information on survey purpose, please consult the enclosed reporting guide.

### Data-sharing agreements

To reduce respondent burden, Statistics Canada has entered into agreements with provincial and territorial statistical agencies and other government departments for the sharing of data. The data will be kept confidential and used for statistical purposes only by these organizations. For further details on any data-sharing agreement for this survey, please consult the enclosed reporting guide.

### Confidentiality

The *Statistics Act* protects the confidentiality of information collected by Statistics Canada. Please see the enclosed reporting guide for more information.

### Fax or other electronic transmission disclosure

Statistics Canada advises you that there could be a risk of disclosure during facsimile or other electronic transmission. However, upon receipt, Statistics Canada guarantees the level of protection afforded to all information collected under the authority of the *Statistics Act*.

### Coverage

Please include information for all locations listed in **Section F- Labour, salaries and wages (including commissions, if applicable) by location.**

**Please return the questionnaire within 30 days.**

**Please mail the completed questionnaire in the enclosed envelope or fax it to Statistics Canada at 1-888-883-7999.**

Lost the return envelope or need help? Call us at **1-888-881-3666** or mail to:  
Statistics Canada, Operations and Integration Division, 150 Tunney's Pasture Driveway, Ottawa, Ontario K1A 0T6

Visit our website at [www.statcan.ca](http://www.statcan.ca)

## Reporting instructions

- A reporting guide is included with the questionnaire for your reference.
- Please print in ink.

## Main business activity

1. Please check the **one main activity** at this business unit which most accurately describes your **principal** source of operating revenue:

0140 1  manufacturing (including sawmills)    2  printing    3  logging    4  retail/wholesale    5  services    6  other

If your main business activity is not manufacturing, printing or logging, please call **1-888-881-3666** for further instructions.

2. If your business activity is printing, please indicate activity type:

0148 1  commercial screen printing    2  quick printing    3  manifold business form    4  digital printing    5  other

3. Briefly describe your main business activity/products:

0141

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4. Is this a change from last year?    0142    1  yes    3  no

## Reporting period information

5. Please report information for **your 12-month fiscal period** ending between April 1, 2008 and March 31, 2009. Please indicate below the period covered by this questionnaire.

from <sup>0011</sup>  <sup>yyyy</sup>  <sup>mm</sup>  <sup>dd</sup>  to <sup>0012</sup>  <sup>yyyy</sup>  <sup>mm</sup>  <sup>dd</sup>

6. Do the dates reported above represent a change in your fiscal year?

0059 1  yes    3  no

7. If you did not operate this business unit for a full year, please check the reason(s) below:

0031 1  seasonal operations    2  new business    3  change of fiscal year    4  change of ownership    5  ceased operations    6  temporarily inactive

8. Please indicate below any change that may have occurred in the organization of this business unit during the reported period:

0065 1  acquired new business units    2  disposed of / sold business units    3  other

## B - Income statement and production and cost report

- Statistics Canada attempts to display an income statement for profit centres and a production and cost report for cost centres for manufacturing industries. **Please enter only the financial figures that apply to your financial reporting structure.**
- When figures are not readily available, please provide your best estimates.
- If you have business units located **outside Canada**, do not report their applicable sales, costs and expenses.

### B1 - Sales

If you are a cost centre, please report value of goods produced in place of sales. Indicate here if the goods are valued at:

2393  final selling price       transfer price

or other basis of valuation      <sup>2063</sup> (please specify):

		'000 CAN\$
9.	Sales of goods (net of shipping charges, discounts, sales allowances, returned sales and excise taxes)	2299
a)	sales of goods manufactured (a detailed product breakdown will be requested in <b>Section D</b> )	2301
b)	sales of logs and wood residue (for logging operations only — a detailed product breakdown will be requested in <b>Section D</b> )	2028
c)	sales of goods purchased for resale, as is	
<p><b>progress billing:</b> if you reported an amount at line 9a above, and if part of that amount includes revenue recognized for only a portion of a long-term contract (e.g., construction of a ship), please state amount here:</p>		2064
		'000 CAN\$
d)	progress billing from:	
	i) Canadian sources	2066 %
	ii) other countries	2067 %
		'000 CAN\$
10.	Revenue from <b>repair work</b> (service revenue from billing labour only as the materials and products are owned by clients, or owned by other business units of your company)	2059
11.	Revenue from <b>manufacturing or logging service fees and/or custom work</b> (service revenue from billing labour only as the materials and products are owned by clients, or owned by other business units of your company)	2053
12.	Revenue from stumpage sales (for logging operations only)	2078
13.	Revenue from other sales	2000
14.	<b>Total sales</b> (sum of lines 9 a, b, c and 10 to 13 only)	2302

### B2 - Other revenue

		'000 CAN\$
15.	Revenue from rental and leasing	2046
16.	Revenue from royalties, franchise fees and licensing agreements	2022
17.	Investment revenue (dividends and interest)	2097
18.	Other revenue	2077
19.	<b>Total other revenue</b> (sum of lines 15 to 18)	2303

### B3 - Cost of goods sold and expenses

- Report the costs/expenses as per your accounting system. **Do not** attempt to provide a split between the cost of goods sold and expenses if you have not accounted for it in your own books.
- If you are a cost centre, enter in the cost of goods sold column all the variable and fixed costs (actual, standard or average) that relate to the value of goods produced, reported in **Section B1**.

		Cost of goods sold	Expenses
		'000 CAN\$	
<b>Opening inventories</b>			
20.	Raw materials and components (including non-returnable containers and other shipping and packaging materials)	5520	
21.	Goods and work in process	5510	
22.	Finished goods manufactured	5500	
23.	Goods purchased for resale, as is	5560	
24.	Other inventories <small>5556</small> (please specify): <small>5557</small>	5557	
25.	<b>Total opening inventories</b> (sum of lines 20 to 24)	5550	
<b>Purchases and costs / expenses</b>			
26.	Purchases of raw materials and components (a detailed product breakdown will be requested in <b>Section E</b> )	3007	
27.	Purchases of non-returnable containers and other shipping and packaging materials	3403	
28.	Purchases of goods for resale, as is	4025	
29.	Employment costs and expenses	3010cog	3010exp
	<b>a</b> ) labour, salaries and wages (including commissions, if applicable)		
	<b>b</b> ) benefits (see reporting guide for list of inclusions)	3040cog	3040exp
30.	Employment agency and personnel supplier services	3080cog	3080exp
31.	Sub-contracts (excluding research and development)	4046cog	4046exp
32.	Research and development (excluding amounts reported at line 29)	4251cog	4251exp
33.	Amortization and depreciation	4520cog	4520exp
34.	Energy and water utility (a detailed breakdown will be requested in <b>Section G</b> )	4066cog	4066exp
35.	Vehicle fuel expenses (e.g., gasoline, diesel fuel, propane, natural gas)	4069cog	4069exp
36.	Transportation, shipping (contracted out), warehousing, storage, postage and courier	4179cog	4179exp
37.	Rental and leasing (including motor vehicles)	4115cog	4115exp
38.	Repair and maintenance (including motor vehicles)	4178cog	4178exp
39.	Insurance (including motor vehicles)	4350cog	4350exp
40.	Property and business taxes, licences and other permits	4410cog	4410exp
41.	Royalties and franchise fees	4440cog	4440exp
42.	Stumpage fees (for logging operations only)	4018cog	4018exp

**B3 - Cost of goods sold / expenses (continued)**

		Cost of goods sold	Expenses
		'000 CAN\$	
43.	Advertising and marketing	4365cog	4365exp
44.	Travel, meals and entertainment	4370cog	4370exp
45.	Professional and business service fees	4315cog	4315exp
46.	Management fees and other service fees paid to head office and other business support units	4555cog	4555exp
47.	Telephone and other telecommunication	4101cog	4101exp
48.	Office supplies	3301cog	3301exp
49.	Other service costs/expenses, not specified above (e.g., financial service fees)	4500cog	4500exp
50.	Interest costs/expenses	4630cog	4630exp
51.	All other costs and expenses (e.g., variance, bad debts, donations)	4569cog	4569exp
52.	<b>Total purchases and/or costs</b> (sum of lines 26 to 51, left column only)	4300	
<b>Closing inventories</b>			
53.	Raw materials and components (including non-returnable containers and other shipping and packaging materials)	5525	
54.	Goods and work in process	5515	
55.	Finished goods manufactured	5505	
56.	Goods purchased for resale, as is	5565	
57.	Other inventories (please specify):	5558	
58.	<b>Total closing inventories</b> (sum of lines 53 to 57)	5555	
59.	<b>Total cost of goods sold</b> (amounts reported at line 25 plus line 52 minus line 58)	5720	
60.	<b>Total expenses</b> (sum of lines 29 to 51, right column only)		4698

**B4 - Net profit / loss after tax and other items**

Please put parentheses around amounts representing a loss or a debit.

		'000 CAN\$
61.	Corporate income tax	4600
62.	Realized gains or losses on sales of assets and on foreign currency exchange	4601
63.	Unrealized losses on asset revaluations, extraordinary and exceptional items	4602
64.	Other items (please specify):	4604
65.	<b>Net profit/loss after tax and other items</b> (should agree with the bottom line of your income statement)	2304

**C - First destination of sales**

Data on your sales by first destination will be used to improve information on the movement of goods and services between provinces and territories and to other countries. Please provide the distribution of total sales reported at line 14, page 3, by destination. If dollar amounts ('000 CAN\$) are not available, please report in percentages.

Destination		'000 CAN\$	OR	%	
66. Newfoundland and Labrador	8600				8400
67. Prince Edward Island	8615				8415
68. Nova Scotia	8605				8405
69. New Brunswick	8610				8410
70. Quebec	8620				8420
71. Ontario	8625				8425
72. Manitoba	8630				8430
73. Saskatchewan	8635				8435
74. Alberta	8640				8440
75. British Columbia	8645				8445
76. Yukon	8655				8455
77. Northwest Territories	8651				8451
78. Nunavut	8652				8452
79. United States	8665				8465
80. Mexico	8670				8470
81. European Union countries <sup>1</sup>	8677				8477
82. Asian Pacific countries <sup>2</sup>	8678				8478
83. All other countries	8676				8476
<b>84. Total</b> (if you are reporting dollars, the sum of lines 66 to 83 must equal the amount reported at line 14, page 3)	<b>8680</b>			<b>100%</b>	

1. Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Netherlands and United Kingdom.

2. Australia, Brunei Darussalam, China, Hong Kong, Indonesia, Japan, Malaysia, New Zealand, Papua New Guinea, Philippines, Singapore, South Korea, Taiwan, Thailand and Vietnam.



**D - Sales of goods manufactured**

Total sales of goods manufactured should agree with the amounts reported at lines 9a and 9b, page 3.

Product description	Commodity code	Unit of measure	Quantity sold	Value of sale ('000 CAN\$)
<b>85. All other products of own manufacture sold (please indicate all other products below):</b>				<b>'000 CAN\$</b>
<b>a)</b> 2050000				2550000
<b>b)</b> 2050001				2550001
<b>c)</b> 2050002				2550002
<b>d)</b> 2050003				2550003
<b>86. Total sales of goods manufactured</b>				25999
<b>87. If the amount at line 86, above, includes shipping charges by common or contract carriers, discounts, sales allowances and returned sales, please report that amount here.</b>				2074
<b>88. Total sales of goods manufactured</b> (line 86 minus line 87 – this amount should agree with the amounts reported at lines 9a and 9b, page 3)				2299t





**D - Sales of goods manufactured**

Total sales of goods manufactured should agree with the amounts reported at lines 9a and 9b, page 3.

Product description	Value of sale ( <b>'000 CAN\$</b> )
<b>85.</b> All other products of own manufacture sold (please indicate all other products below):	
a) 2050000	2550000
b) 2050001	2550001
c) 2050002	2550002
d) 2050003	2550003
<b>86. Total sales of goods manufactured</b>	25999
<b>87.</b> If the amount at line 86, above, includes shipping charges by common or contract carriers, discounts, sales allowances and returned sales, please report that amount here.	2074
<b>88. Total sales of goods manufactured</b> (line 86 minus line 87 – this amount should agree with the amounts reported at lines 9a and 9b, page 3)	2299t

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**E - Purchases of raw materials and components to be used in manufacturing process**

Total purchases of raw materials and components should agree with the amount reported at line 26, page 4.

Description of raw materials and components	Commodity code	Unit of measure	Quantity purchased	Cost of purchase ('000 CAN\$)
<b>89. All other raw materials and components purchased (please indicate all other raw materials and components below):</b>				<b>'000 CAN\$</b>
<b>a)</b> 1050000				1550000
<b>b)</b> 1050001				1550001
<b>c)</b> 1050002				1550002
<b>d)</b> 1050003				1550003
<b>90. Total purchases of raw materials and components to be used in manufacturing process</b> (this amount should agree with the amount reported at line 26, page 4)				15999





**E - Purchases of raw materials and components to be used in manufacturing process**

Total purchases of raw materials and components should agree with the amount reported at line 26, page 4.

Description of raw materials and components	Cost of purchase ('000 CAN\$)
<b>89.</b> All other raw materials and components purchased (please indicate all other raw materials and components below):	
<b>a)</b> 1050000	1550000
<b>b)</b> 1050001	1550001
<b>c)</b> 1050002	1550002
<b>d)</b> 1050003	1550003
<b>90. Total purchases of raw materials and components to be used in manufacturing process</b> (this amount should agree with the amount reported at line 26, page 4)	15999

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## F - Labour, salaries and wages (including commissions, if applicable) by location

Please complete and correct, **if necessary**, the information for the locations pre-printed below. Also, if you have disposed of or acquired any additional locations, please indicate these changes in the space provided in this section. Should you require more space, please include a separate sheet.

Labour, salaries and wages (including commissions, if applicable) for the location(s) as reported at line 29a, page 4:

Statistics Canada use	Location (street and number, municipality name, province or territory and postal code)	during the reporting period			
		Direct labour (manufacturing or logging)  '000 CAN\$	Average number employed	Non-manufacturing/indirect (administrative and selling/operating)  '000 CAN\$	Average number employed
		6175	6176	6177	6178
		6175	6176	6177	6178
		6175	6176	6177	6178
		6175	6176	6177	6178
		6175	6176	6177	6178
		6175	6176	6177	6178
		6175	6176	6177	6178
		6175	6176	6177	6178
		6175	6176	6177	6178
		6175	6176	6177	6178
		6175	6176	6177	6178
		6175	6176	6177	6178
		6175	6176	6177	6178
		6175	6176	6177	6178





## G - Detailed information on energy and water costs or expenses

Please report by the following categories, the amounts for energy and water costs or expenses.

				'000 CAN\$
92.	Electricity		4030	
93.	Gasoline		4032	
94.	Light fuel oil		4072	
95.	Heavy fuel oil		4073	
96.	Diesel fuel		4041	
97.	Liquefied petroleum gas (e.g., propane, butane)		4074	
98.	Natural gas		4045	
99.	Coal		4071	
100.	All other energy types (e.g., steam, oxygen, hydrogen) (please specify major items):	4057	4060	
101.	Water utilities		4065	
102.	<b>Total energy and water costs or expenses</b> (this amount should agree with the amounts reported at line 34, page 4)		4066t	
103.	<b>If total at line 102 above is zero, are fuel, electricity and water are included in rent?</b>	4077	1 <input type="checkbox"/> yes	3 <input type="checkbox"/> no
104.	Did this business unit generate any energy used as a replacement for purchased energy?	4078	1 <input type="checkbox"/> yes	3 <input type="checkbox"/> no
105.	If yes, please check the type generated (check all that apply)	4083	1 <input type="checkbox"/> heat	2 <input type="checkbox"/> electricity 3 <input type="checkbox"/> steam

## H - Events that may have significantly affected your business unit during the reporting period

In order to reduce the possibility of further inquiries, please check the box(es) that best describe the reason(s) for significant changes in your operations from previous reporting period.

- |   |  |
|---|--|
| 106. 9953 <input type="checkbox"/> new contract or loss of contract                     | 9958 <input type="checkbox"/> strike or lockout                      |
| 9954 <input type="checkbox"/> organizational change                                     | 9959 <input type="checkbox"/> layoffs due to automation              |
| 9955 <input type="checkbox"/> plant expansion, contraction or closure                   | 9944 <input type="checkbox"/> change in supplier(s)                  |
| 9945 <input type="checkbox"/> change in product line                                    | 9936 <input type="checkbox"/> exchange rate impact                   |
| 9956 <input type="checkbox"/> change in bonus payments and/or severance pay             | 9960 <input type="checkbox"/> change in taxes or tariffs             |
| 9957 <input type="checkbox"/> contracting out   | 9947 <input type="checkbox"/> price changes, labour or raw materials |
| 9961 <input type="checkbox"/> reduced activity due to weather, natural disaster or fire | 9946 <input type="checkbox"/> price changes, goods or services sold  |

107. Please elaborate on the above or provide any other explanations that may be essential in understanding your reported data:

9962 \_\_\_\_\_

9963 \_\_\_\_\_

9964 \_\_\_\_\_

## I - Comments

108. How long did you spend collecting the data and completing this questionnaire? \_\_\_\_\_ hour(s) \_\_\_\_\_ minutes

9910  9909

109. We invite your comments below. If necessary, please attach a separate sheet. Please be assured that we review all comments with the intent of improving the survey.

9920 \_\_\_\_\_

9913 \_\_\_\_\_

9914 \_\_\_\_\_

9915 \_\_\_\_\_

9916 \_\_\_\_\_

## J - Contact information

0026	Person primarily responsible for completing this questionnaire:	0017	Telephone number	
	1 <input type="checkbox"/> Mr.    2 <input type="checkbox"/> Mrs.    3 <input type="checkbox"/> Miss    4 <input type="checkbox"/> Ms	0027	Extension number	
0054	Last name	0016	Fax number	
0013	First name	0020	Website address	
0014	Title	0018	E-mail address	

Signature: \_\_\_\_\_

0015

yyyy                      mm                      dd

I certify that the information contained herein is complete and correct to the best of my knowledge.

**Visit our Website at: [www.statcan.ca](http://www.statcan.ca)**  
**Thank you for your co-operation**