

INFORMATION FOR RESPONDENTS

Survey purpose

This survey collects data on retail prices and living costs encountered by Federal Government personnel (Canada-based staff) at foreign posts.

Data from this survey are used to calculate a Post Index. The federal government's foreign service compensation system is embodied in the Foreign Service Directives (FSD), the Military Foreign Service Instructions (MFSI) and the Foreign Assignment Directive. One element of foreign service compensation is FSD 55 - Post Living Allowance (PLA), which is regulated by the Post Index. Applied to salary ranges, the Post Index is intended to assist employees at posts where the cost of living is higher than in Ottawa.

Data may also be used by Statistics Canada for other statistical or research purposes. The goods and services included in this survey are limited to categories not included under other provisions of the FSDs and as determined by the National Joint Council.

Who should complete this questionnaire?

Completion of this questionnaire should be delegated to someone who is familiar with the stores where Canada-based staff shop.

For information on the National Joint Council's Foreign Service Directives, please visit:

<https://www.njc-cnm.gc.ca/directive/fsd-dse/en>

Security of emails

Statistics Canada advises you that there could be a risk of disclosure during the transmission of information by email. However, upon receipt, Statistics Canada will provide the guaranteed level of protection afforded to all information collected under the authority of the Statistics Act.

Planned record linkages

To enhance the data from this survey and to minimize the reporting burden for respondents, Statistics Canada plans to combine the data from this survey with data from other Statistics Canada surveys, from administrative data sources, or from information collected from publicly available sources, including websites.

Confidentiality

Statistics Canada is prohibited by law from releasing any information it collects which could identify any person, business, or organization, unless consent has been given by the respondent or as permitted by the Statistics Act.

Data reported on this questionnaire will be treated in confidence, used for statistical purposes and published in aggregate form only. The confidentiality provisions of the Statistics Act are not affected by either the Access to Information Act or any other Legislation.

Please return completed questionnaire to:

statcan.fp.submissions-soumissions.me.statcan@statcan.gc.ca

SUBMISSION INSTRUCTIONS

Please note that only submissions in .xlsx format will be accepted. Handwritten, scanned, PDF, or Google and Numbers sheet submissions will be returned for resubmission in the required format. We appreciate your cooperation as we work to streamline our process and improve processing speed.

Recommended Method:

1. Make three copies of the questionnaire. Name the files using the post location information from the request email, appending a **_1**, **_2**, **_3** to the file names (e.g. Pricing_Schedule_EN_Canada_Ottawa_100_1.xlsx).
2. Open with Microsoft Excel desktop app (avoid using the browser version, do not use Google Sheets or Apple Numbers spreadsheets).
3. Fill in all three questionnaires according to the instructions on the pages. Pay special attention to the "ADDITIONAL NOTES" as they are specific to each individual page.
4. Reply all to survey request email sent by statcan.fp.submissions-soumissions.me.statcan@statcan.gc.ca. Attach the three completed pricing schedule questionnaires. Remember to rename according to the first instruction (e.g. Pricing_Schedule_EN_Canada_Ottawa_100_1.xlsx).
5. Any supporting information or comments should be attached as a word document renamed as "Supporting Information_Canada_Ottawa_100.docx".

Alternate method:

When access to a laptop is not possible during data collection, the following options are available. **Please note that the final questionnaire must still be submitted in .xlsx format.**

1. **Excel Mobile App:** The Microsoft Excel app is available on the Google Play or Apple App Stores to complete the file on your mobile device. We suggest reviewing your responses on the desktop version before submission.
2. **Printable Version:** A PDF version is also provided for convenience to print and complete by hand. Responses can then be entered into the Excel file prior to submission.

QUESTIONNAIRE COMPLETION INSTRUCTIONS

Selecting Outlets

Outlets selected should be the most frequented by Canadian staff and, when possible, similar to outlets available in Ottawa.

Currency used in reporting

Please report all prices in the official local currency whenever possible. If a product cannot be priced in the local currency (e.g. an Apple Music subscription), make a copy of the workbook specifically for products priced in alternative currencies. Do not include multiple currencies on the same worksheet or convert prices between currencies. Alternate currencies are to be used only when the local currency is not available. Do not use unofficial or black-market exchange rates under any circumstances.

Additional Taxes or Surcharges

If additional taxes, fees, or surcharges apply to all or most of the products listed on a questionnaire page, they must be reported on that page. For example, if there is a 5% sales tax on clothing and it is not included in the listed or ticketed prices, 5% should be reported in the additional taxes box at the top of the clothing page.

Product Selection

Price one regularly priced product per category, paying attention to categories marked with "or" and in outlined boxes. For each selected product, record the quantity, unit of measure (UM), and price. Choose products that closely match the description and standard measure. Only price "Other" products if no close match is available.

Prices to report

All reported prices should be the listed price paid by Canada-based staff or their representatives (for example, the price after normal bargaining, or the regular price in case of a sale prices or discounts for multiples).

Submitting a complete questionnaire

Each section of the questionnaire includes a "Completed?" percentage indicator. If the percentage is less than 100%, it means some required information is missing. Please review these sections carefully and provide any missing details to ensure the questionnaire is complete.

Note: Incomplete questionnaires or submissions not in .xlsx format will be returned to the sender.

MEAT & FISH (FRESH AND FROZEN)

OUTLET DETAILS - IMPORTANT

Outlet(s) used to purchase the products below:

Enter name

Currency used to purchase the products below:

Enter currency

Total additional fees, surcharges, or sales taxes not included in the listed price:

Enter percentage (0 to 100)

Instructions

OUTLET INFORMATION:

Select an outlet most frequented by Canadian staff. At the top of the page, record the outlet name and include any additional taxes or fees not reflected in the original/listed price. Select the currency from the dropdown. Do not include products priced in different currencies on the same sheet, make a copy of the workbook.

PRODUCTS AND PRICES:

Select and price one regular priced product per category, according to the "OR" groups within outlined boxes. For each product, record the quantity, unit of measure (UM), and regular price. Choose items that closely match the description and standard measure provided. Only price "Other" products if no suitable match is available. Each section includes a "Completed?" percentage. If it shows less than 100%, review the section and complete any missing information.

ADDITIONAL NOTE:

Stores selected should be grocery stores, super stores or similar. If grocery stores are available, please do not provide prices from specialty retailers like butchers, or fish mongers.

Beef	Std. Quantity	Std. UM	Quantity	UM	Price	
Blade or Chuck roast; boneless	1	kg				
Rump roast; boneless	1	kg				
Rib steak	1	kg				or
Sirloin steak	1	kg				
Ground beef	1	kg				
Completed?			0.00%	0.00%	0.00%	
Chicken	Std. Quantity	Std. UM	Quantity	UM	Price	
Whole chicken	1	kg				
Breast; bone in	1	kg				or
Breast; boneless skinless	1	kg				
Drumsticks	1	kg				or
Thighs; bone in	1	kg				or
Thighs; boneless skinless	1	kg				
Completed?			0.00%	0.00%	0.00%	
Cured & Processed Meat	Std. Quantity	Std. UM	Quantity	UM	Price	
Sliced side bacon	375	g				
Sliced ham; pre-packaged	175	g				
Beef hot dogs	450	g				
Completed?			0.00%	0.00%	0.00%	
Fish Fillets	Std. Quantity	Std. UM	Quantity	UM	Price	
Cod fillets; fresh or thawed	1	kg				or
Cod fillets; frozen	400	g				or
Salmon fillets; fresh or thawed	1	kg				or
Salmon fillets; frozen	400	g				
Completed?			0.00%	0.00%	0.00%	
Lamb	Std. Quantity	Std. UM	Quantity	UM	Price	
Leg roast; bone in	1	kg				or
Loin chops; bone in	1	kg				
Completed?			0.00%	0.00%	0.00%	
Pork	Std. Quantity	Std. UM	Quantity	UM	Price	
Ground pork	1	kg				
Tenderloin	1	kg				
Completed?			0.00%	0.00%	0.00%	

DAIRY AND REFRIGERATED PRODUCTS

OUTLET DETAILS - IMPORTANT

Outlet(s) used to purchase the products below:

Enter name

Currency used to purchase the products below:

Enter currency

Total additional fees, surcharges, or sales taxes not included in the listed price:

Enter percentage (0 to 100)

Instructions

OUTLET INFORMATION:

Select an outlet most frequented by Canadian staff. At the top of the page, record the outlet name and include any additional taxes or fees not reflected in the original/listed price. Select the currency from the dropdown. Do not include products priced in different currencies on the same sheet, make a copy of the workbook.

PRODUCTS AND PRICES:

Select and price one regular priced product per category, according to the "OR" groups within outlined boxes. For each product, record the quantity, unit of measure (UM), and regular price. Choose items that closely match the description and standard measure provided. Only price "Other" products if no suitable match is available. Each section includes a "Completed?" percentage. If it shows less than 100%, review the section and complete any missing information.

ADDITIONAL NOTE:

Stores selected should be grocery stores, super stores or similar.

Butter	Std. Quantity	Std. UM	Quantity	UM	Price	
Butter; salted or unsalted	454	g				
Completed?			0.00%	0.00%	0.00%	
Cheddar Cheese	Std. Quantity	Std. UM	Quantity	UM	Price	
Cheddar cheese block; medium	400	g				or
Cheddar cheese block; mild	400	g				or
Cheddar cheese block; old	400	g				
Completed?			0.00%	0.00%	0.00%	
Eggs	Std. Quantity	Std. UM	Quantity	UM	Price	
Eggs; extra large	1	doz				or
Eggs; large	1	doz				
Completed?			0.00%	0.00%	0.00%	
Fruit Juice	Std. Quantity	Std. UM	Quantity	UM	Price	
Orange juice; 1.5L	1.5	l				or
Orange juice; 1L	1	l				
Apple juice; 1L	1	l				
Completed?			0.00%	0.00%	0.00%	
Milk	Std. Quantity	Std. UM	Quantity	UM	Price	
2% Milk; 2L	2	l				or
2% Milk; 4L	4	l				
Completed?			0.00%	0.00%	0.00%	
Other Cheese	Std. Quantity	Std. UM	Quantity	UM	Price	
Mozzarella cheese; block	400	g				or
Mozzarella cheese; shredded	320	g				or
Philadelphia cream cheese; soft tub	227	g				
Completed?			0.00%	0.00%	0.00%	
Yogurt	Std. Quantity	Std. UM	Quantity	UM	Price	
Plain yogurt	750	g				
Completed?			0.00%	0.00%	0.00%	

BAKERY AND PANTRY ITEMS

OUTLET DETAILS - IMPORTANT

Outlet(s) used to purchase the products below:

Enter name

Currency used to purchase the products below:

Enter currency

Total additional fees, surcharges, or sales taxes not included in the listed price:

Enter percentage (0 to 100)

Instructions

OUTLET INFORMATION:

Select an outlet most frequented by Canadian staff. At the top of the page, record the outlet name and include any additional taxes or fees not reflected in the original/listed price. Select the currency from the dropdown. Do not include products priced in different currencies on the same sheet, make a copy of the workbook.

PRODUCTS AND PRICES:

Select and price one regular priced product per category, according to the "OR" groups within outlined boxes. For each product, record the quantity, unit of measure (UM), and regular price. Choose items that closely match the description and standard measure provided. Only price "Other" products if no suitable match is available. Each section includes a "Completed?" percentage. If it shows less than 100%, review the section and complete any missing information.

ADDITIONAL NOTE:

Stores selected should be grocery stores, super stores or similar. If grocery stores are available, please do not provide prices from specialty retailers.

Baby food		Std. Quantity	Std. UM	Quantity	UM	Price	
Baby food; fruit or vegetable puree; jars or pouches		128	g				
		Completed?		0.00%	0.00%	0.00%	
Bread		Std. Quantity	Std. UM	Quantity	UM	Price	
White sliced		675	g				or
Whole wheat sliced		675	g				
		Completed?		0.00%	0.00%	0.00%	
Canned Fish		Std. Quantity	Std. UM	Quantity	UM	Price	
Canned tuna		170	g				
		Completed?		0.00%	0.00%	0.00%	
Canned Fruit		Std. Quantity	Std. UM	Quantity	UM	Price	
Peaches		389	ml				
Pineapple		389	ml				
		Completed?		0.00%	0.00%	0.00%	
Canned Vegetables		Std. Quantity	Std. UM	Quantity	UM	Price	
Corn		341	ml				or
Peas		398	ml				
Baked beans		398	ml				
Tomatoes		796	ml				
		Completed?		0.00%	0.00%	0.00%	
Coffee, beans or ground		Std. Quantity	Std. UM	Quantity	UM	Price	
Coffee; beans or ground; Illy		250	g				or
Coffee; beans or ground; Lavazza		250	g				or
Coffee; beans or ground; Starbucks		340	g				or
Coffee; beans or ground; other brand		500	g				
		Completed?		0.00%	0.00%	0.00%	
Cooking Oil		Std. Quantity	Std. UM	Quantity	UM	Price	
Canola oil		946	ml				
		Completed?		0.00%	0.00%	0.00%	
Dry pasta		Std. Quantity	Std. UM	Quantity	UM	Price	
Spaghetti; Barilla		454	g				or
Spaghetti; other brand		454	g				
		Completed?		0.00%	0.00%	0.00%	
Mayonnaise		Std. Quantity	Std. UM	Quantity	UM	Price	
Mayonnaise		890	ml				
		Completed?		0.00%	0.00%	0.00%	
Nut spreads		Std. Quantity	Std. UM	Quantity	UM	Price	
Nutella; 1kg		1	kg				or
Nutella; 375g		375	g				or
Nutella; 725g		725	g				or
Peanut butter		500	g				
		Completed?		0.00%	0.00%	0.00%	
Rice		Std. Quantity	Std. UM	Quantity	UM	Price	
Basmati or Jasmine rice		900	g				
		Completed?		0.00%	0.00%	0.00%	
Seasonings		Std. Quantity	Std. UM	Quantity	UM	Price	
Table salt; exclude pink salt		1	kg				
		Completed?		0.00%	0.00%	0.00%	
Sweeteners		Std. Quantity	Std. UM	Quantity	UM	Price	
Sugar; white granulated		2	kg				
Honey		500	g				
		Completed?		0.00%	0.00%	0.00%	
Wheat flour		Std. Quantity	Std. UM	Quantity	UM	Price	
Wheat flour; 1kg		1	kg				or
Wheat flour; 2.5kg		2.5	kg				
		Completed?		0.00%	0.00%	0.00%	

CONFECTIONARY

OUTLET DETAILS - IMPORTANT

Outlet(s) used to purchase the products below:

Enter name

Currency used to purchase the products below:

Enter currency

Total additional fees, surcharges, or sales taxes not included in the listed price:

Enter percentage (0 to 100)

Instructions

OUTLET INFORMATION:

Select an outlet most frequented by Canadian staff. At the top of the page, record the outlet name and include any additional taxes or fees not reflected in the original/listed price. Select the currency from the dropdown. Do not include products priced in different currencies on the same sheet, make a copy of the workbook.

PRODUCTS AND PRICES:

Select and price one regular priced product per category, according to the "OR" groups within outlined boxes. For each product, record the quantity, unit of measure (UM), and regular price. Choose items that closely match the description and standard measure provided. Only price "Other" products if no suitable match is available. Each section includes a "Completed?" percentage. If it shows less than 100%, review the section and complete any missing information.

ADDITIONAL NOTE:

Stores selected should be grocery stores, super stores or similar. If grocery stores are available, please do not provide prices from specialty retailers.

Chocolate	Std. Quantity	Std. UM	Quantity	UM	Price	
Ferrero Rocher	200	g				or
Mars or Snickers	52	g				or
Milka	100	g				or
Other brand	50	g				or
Ritter Sport	100	g				or
Toblerone	360	g				
		Completed?	0.00%	0.00%	0.00%	
Cookies	Std. Quantity	Std. UM	Quantity	UM	Price	
Chocolate chip	500	g				or
McVitie's digestives	400	g				or
Shortbread or butter	368	g				
		Completed?	0.00%	0.00%	0.00%	
Potato Chips	Std. Quantity	Std. UM	Quantity	UM	Price	
Doritos	213	g				or
Kettle cooked	200	g				or
Other brand	200	g				or
Pringles	203	g				
		Completed?	0.00%	0.00%	0.00%	
Soft Drinks	Std. Quantity	Std. UM	Quantity	UM	Price	
Soft drinks bottle; 1L	1	l				or
Soft drinks bottle; 2L	2	l				
Soft drinks can; 355mL	355	ml				or
Soft drinks case of cans; 12 x 355mL=4.26L	4.26	l				
		Completed?	0.00%	0.00%	0.00%	

FROZEN FOOD

OUTLET DETAILS - IMPORTANT

Outlet(s) used to purchase the products below:

Enter name

Currency used to purchase the products below:

Enter currency

Total additional fees, surcharges, or sales taxes not included in the listed price:

Enter percentage (0 to 100)

Instructions

OUTLET INFORMATION:

Select an outlet most frequented by Canadian staff. At the top of the page, record the outlet name and include any additional taxes or fees not reflected in the original/listed price. Select the currency from the dropdown. Do not include products priced in different currencies on the same sheet, make a copy of the workbook.

PRODUCTS AND PRICES:

Select and price one regular priced product per category, according to the "OR" groups within outlined boxes. For each product, record the quantity, unit of measure (UM), and regular price. Choose items that closely match the description and standard measure provided. Only price "Other" products if no suitable match is available. Each section includes a "Completed?" percentage. If it shows less than 100%, review the section and complete any missing information.

ADDITIONAL NOTE:

Stores selected should be grocery stores, super stores or similar. If grocery stores are available, please do not provide prices from specialty retailers.

Frozen Prepared Foods		Std. Quantity	Std. UM	Quantity	UM	Price	
French fries		800	g				
		Completed?		0.00%	0.00%	0.00%	
Frozen Produce		Std. Quantity	Std. UM	Quantity	UM	Price	
Corn		750	g				or
Mixed vegetables		750	g				or
Peas		750	g				or
Spinach		500	g				or
Strawberries		500	g				
		Completed?		0.00%	0.00%	0.00%	
Ice Cream		Std. Quantity	Std. UM	Quantity	UM	Price	
Ben & Jerry's; tub		473	ml				or
Haagen Dazs; tub		450	ml				
		Completed?		0.00%	0.00%	0.00%	

FRESH FRUITS AND VEGETABLES

OUTLET DETAILS - IMPORTANT

Outlet(s) used to purchase the products below:

Enter name

Currency used to purchase the products below:

Enter currency

Total additional fees, surcharges, or sales taxes not included in the listed price:

Enter percentage (0 to 100)

Instructions

OUTLET INFORMATION:

Select an outlet most frequented by Canadian staff. At the top of the page, record the outlet name and include any additional taxes or fees not reflected in the original/listed price. Select the currency from the dropdown. Do not include products priced in different currencies on the same sheet, make a copy of the workbook.

PRODUCTS AND PRICES:

Select and price one regular priced product per category, according to the "OR" groups within outlined boxes. For each product, record the quantity, unit of measure (UM), and regular price. Choose items that closely match the description and standard measure provided. Only price "Other" products if no suitable match is available. Each section includes a "Completed?" percentage. If it shows less than 100%, review the section and complete any missing information.

ADDITIONAL NOTE:

Stores selected should be grocery stores, super stores or similar. If grocery stores are available, please do not provide prices from specialty retailers similar to produce markets or farmer's markets.

Fruits	Std. Quantity	Std. UM	Quantity	UM	Price	
Oranges	1	kg				
Lemons; sold by count	1	ea				or
Lemons; sold by weight	1	kg				or
Limes; sold by count	1	ea				or
Limes; sold by weight	1	kg				
Bananas	1	kg				
Granny Smith apples	1	kg				or
Red or Golden Delicious apples	1	kg				
Peaches	1	kg				
Blueberries	1	kg				or
Raspberries	1	kg				or
Strawberries	1	kg				
Grapes; any colour	1	kg				
			Completed?	0.00%	0.00%	0.00%
Vegetables	Std. Quantity	Std. UM	Quantity	UM	Price	
Yellow potatoes; sold by bag	2.27	kg				or
Yellow potatoes; sold individually (loose)	1	kg				
Carrots	1	kg				
Cooking onions	1	kg				
Green cabbage	1	kg				
Broccoli; sold by count	1	ea				or
Broccoli; sold by weight	1	kg				
Mushrooms	1	kg				
Coloured peppers	1	kg				or
Green peppers	1	kg				
			Completed?	0.00%	0.00%	0.00%

PERSONAL CARE PRODUCTS

OUTLET DETAILS - IMPORTANT

Outlet(s) used to purchase the products below:

Enter name

Currency used to purchase the products below:

Enter currency

Total additional fees, surcharges, or sales taxes not included in the listed price:

Enter percentage (0 to 100)

Instructions

OUTLET INFORMATION:

Select an outlet most frequented by Canadian staff. At the top of the page, record the outlet name and include any additional taxes or fees not reflected in the original/listed price. Select the currency from the dropdown. Do not include products priced in different currencies on the same sheet, make a copy of the workbook.

PRODUCTS AND PRICES:

Select and price one regular priced product per category, according to the "OR" groups within outlined boxes. For each product, record the quantity, unit of measure (UM), and regular price. Choose items that closely match the description and standard measure provided. Only price "Other" products if no suitable match is available. Each section includes a "Completed?" percentage. If it shows less than 100%, review the section and complete any missing information.

ADDITIONAL NOTE:

Stores selected should be similar to drug stores, pharmacy aisles of supermarkets, or similar.

Body Wash	Std. Quantity	Std. UM	Quantity	UM	Price	
Dove	500	ml				or
Nivea	500	ml				or
Other brand	500	ml				
Completed?			0.00%	0.00%	0.00%	
Deodorant	Std. Quantity	Std. UM	Quantity	UM	Price	
Deodorant; solid stick; mens	70	g				or
Deodorant; solid stick; womens	70	g				
Completed?			0.00%	0.00%	0.00%	
Hand Soap	Std. Quantity	Std. UM	Quantity	UM	Price	
Bar hand soap; Dove	125	g				or
Bar hand soap; other brand	140	g				
Completed?			0.00%	0.00%	0.00%	
Mouthwash	Std. Quantity	Std. UM	Quantity	UM	Price	
Listerine	1	l				or
Other brand	1	l				
Completed?			0.00%	0.00%	0.00%	
Shampoo	Std. Quantity	Std. UM	Quantity	UM	Price	
Dove	355	ml				or
Head & Shoulders	350	ml				or
Herbal Essence	346	ml				or
L'Oreal	385	ml				or
Other brand	350	ml				or
Pantene	285	ml				
Completed?			0.00%	0.00%	0.00%	
Toothpaste	Std. Quantity	Std. UM	Quantity	UM	Price	
Colgate	100	ml				or
Other brand	120	ml				or
Sensodyne	100	ml				
Completed?			0.00%	0.00%	0.00%	

PERSONAL CARE PRODUCTS

OUTLET DETAILS - IMPORTANT

Outlet(s) used to purchase the products below:

Enter name

Currency used to purchase the products below:

Enter currency

Total additional fees, surcharges, or sales taxes not included in the listed price:

Enter percentage (0 to 100)

Instructions

OUTLET INFORMATION:

Select an outlet most frequented by Canadian staff. At the top of the page, record the outlet name and include any additional taxes or fees not reflected in the original/listed price. Select the currency from the dropdown. Do not include products priced in different currencies on the same sheet, make a copy of the workbook.

PRODUCTS AND PRICES:

Select and price one regular priced product per category, according to the "OR" groups within outlined boxes. For each product, record the quantity, unit of measure (UM), and regular price. Choose items that closely match the description and standard measure provided. Only price "Other" products if no suitable match is available. Each section includes a "Completed?" percentage. If it shows less than 100%, review the section and complete any missing information.

ADDITIONAL NOTE:

Stores selected should be similar to drug stores, pharmacy aisles of supermarkets, or similar. Please provide information for the counts within a package.

Baby Diapers	Std. Quantity	Std. UM	Quantity	UM	Price	
Huggies; size 2 (4-8kg)	80	ea				or
Huggies; size 3 (6-11kg)	80	ea				or
Pampers; size 2 (4-8kg)	80	ea				or
Pampers; size 3 (6-11kg)	80	ea				
Completed?		0.00%		0.00%		0.00%
Menstrual pads	Std. Quantity	Std. UM	Quantity	UM	Price	
Always; regular absorbency	18	ea				or
Other brand; regular absorbency	18	ea				
Completed?		0.00%		0.00%		0.00%
Pain Killers, regular strength	Std. Quantity	Std. UM	Quantity	UM	Price	
Aspirin; 325mg; 100 pills	100	ea				or
Aspirin; 325mg; 24 pills	24	ea				or
Aspirin; 325mg; 50 pills	50	ea				
Tylenol (paracetamol or acetaminophen); 325mg; 100 pills	100	ea				or
Tylenol (paracetamol or acetaminophen); 325mg; 24 pills	24	ea				
Advil (ibuprofen); 200mg; 100 pills	100	ea				or
Advil (ibuprofen); 200mg; 24 pills	24	ea				
Completed?		0.00%		0.00%		0.00%
Tampons	Std. Quantity	Std. UM	Quantity	UM	Price	
Other brand; regular absorbency	18	ea				or
Tampax; regular absorbency	18	ea				
Completed?		0.00%		0.00%		0.00%

HOUSEHOLD SUPPLIES

OUTLET DETAILS - IMPORTANT

Outlet(s) used to purchase the products below:

Enter name

Currency used to purchase the products below:

Enter currency

Total additional fees, surcharges, or sales taxes not included in the listed price:

Enter percentage (0 to 100)

Instructions

OUTLET INFORMATION:

Select an outlet most frequented by Canadian staff. At the top of the page, record the outlet name and include any additional taxes or fees not reflected in the original/listed price. Select the currency from the dropdown. Do not include products priced in different currencies on the same sheet, make a copy of the workbook.

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Dish Soap	Std. Quantity	Std. UM	Quantity	UM	Price	
Liquid dish soap	591	ml				
		Completed?	0.00%	0.00%	0.00%	
Dishwasher Detergent	Std. Quantity	Std. UM	Quantity	UM	Price	
Liquid	1.6	l				or
Powder	1.8	kg				or
Tablets	50	ea				
		Completed?	0.00%	0.00%	0.00%	
Facial tissues	Std. Quantity	Std. UM	Quantity	UM	Price	
101+ tissues per box	1	ea				or
50-100 tissues per box	1	ea				
		Completed?	0.00%	0.00%	0.00%	
Household Operations	Std. Quantity	Std. UM	Quantity	UM	Price	
Household insecticide (e.g. Raid)	500	g				
Packet of planting seeds (e.g. vegetable seeds, flower seeds)	1	ea				
		Completed?	0.00%	0.00%	0.00%	
Laundry Detergent	Std. Quantity	Std. UM	Quantity	UM	Price	
Liquid	1.86	l				or
Pods	30	ea				or
Powder	4.7	kg				
		Completed?	0.00%	0.00%	0.00%	
Light Bulb	Std. Quantity	Std. UM	Quantity	UM	Price	
LED light bulb; A19, 60W equivalent	1	ea				
		Completed?	0.00%	0.00%	0.00%	
Specialty Cleaners	Std. Quantity	Std. UM	Quantity	UM	Price	
Glass cleaner	765	ml				or
Toilet bowl cleaner	710	ml				
		Completed?	0.00%	0.00%	0.00%	

ALCOHOLIC BEVERAGES AND CIGARETTES

OUTLET DETAILS - IMPORTANT

Outlet(s) used to purchase the products below:

Enter name

Currency used to purchase the products below:

Enter currency

Total additional fees, surcharges, or sales taxes not included in the listed price:

Enter percentage (0 to 100)

Instructions

OUTLET INFORMATION:

Select an outlet most frequented by Canadian staff. At the top of the page, record the outlet name and include any additional taxes or fees not reflected in the original/listed price. Select the currency from the dropdown. Do not include products priced in different currencies on the same sheet, make a copy of the workbook.

PRODUCTS AND PRICES:

Select and price one regular priced product per category, according to the "OR" groups within outlined boxes. For each product, record the quantity, unit of measure (UM), and regular price. Choose items that closely match the description and standard measure provided. Only price "Other" products if no suitable match is available. Each section includes a "Completed?" percentage. If it shows less than 100%, review the section and complete any missing information.

ADDITIONAL NOTE:

Please do not price alcoholic beverages purchased at restaurants, bars, or nightclubs.

Beer	Std. Quantity	Std. UM	Quantity	UM	Price	
Asahi	473	ml				or
Budweiser	473	ml				or
Carlsberg	473	ml				or
Corona	473	ml				or
Guinness	473	ml				or
Heineken	473	ml				or
Hoegaarden	473	ml				or
Kronenbourg	473	ml				or
Miller	473	ml				or
Modelo	473	ml				or
Moosehead	473	ml				or
Other brand	473	ml				or
Peroni	473	ml				or
Sapporo	473	ml				or
Stella Artois	473	ml				or
Tsingtao	473	ml				or
Tuborg	473	ml				
		Completed?	0.00%	0.00%	0.00%	
Cigarettes	Std. Quantity	Std. UM	Quantity	UM	Price	
Pack of 20	1	ea				or
Pack of 25	1	ea				
		Completed?	0.00%	0.00%	0.00%	
Red Wine	Std. Quantity	Std. UM	Quantity	UM	Price	
Campo Viejo	750	ml				or
Jacob's Creek	750	ml				or
Masi	750	ml				or
Wolf Blass	750	ml				or
Yellowtail	750	ml				
		Completed?	0.00%	0.00%	0.00%	
Scotch, Rye and Whisky	Std. Quantity	Std. UM	Quantity	UM	Price	
Canadian Club	750	ml				or
Crown Royal	750	ml				or
Makers Mark	750	ml				or
Wild Turkey	750	ml				
Buchanans	750	ml				or
Jack Daniels	750	ml				or
Jameson	750	ml				or
Johnny Walker Black	750	ml				or
Johnny Walker Red	750	ml				
		Completed?	0.00%	0.00%	0.00%	
Vodka	Std. Quantity	Std. UM	Quantity	UM	Price	
Absolut	750	ml				or
Belvedere	750	ml				or
Finlandia	750	ml				or
Grey Goose	750	ml				or
Ketel One	750	ml				or
Skyy	750	ml				or
Smirnoff	750	ml				or
Tito's	750	ml				
		Completed?	0.00%	0.00%	0.00%	

TRANSPORTATION - GASOLINE

OUTLET DETAILS - IMPORTANT

Outlet(s) used to purchase the products below:

Enter name

Currency used to purchase the products below:

Enter currency

Total additional fees, surcharges, or sales taxes not included in the listed price:

Enter percentage (0 to 100)

Instructions

OUTLET INFORMATION:

Select an outlet most frequented by Canadian staff. At the top of the page, record the outlet name and include any additional taxes or fees not reflected in the original/listed price. Select the currency from the dropdown. Do not include products priced in different currencies on the same sheet, make a copy of the workbook.

PRODUCTS AND PRICES:

Select and price one regular priced product per category, according to the "OR" groups within outlined boxes. For each product, record the quantity, unit of measure (UM), and regular price. Choose items that closely match the description and standard measure provided. Only price "Other" products if no suitable match is available. Each section includes a "Completed?" percentage. If it shows less than 100%, review the section and complete any missing information.

ADDITIONAL NOTE:

If you receive VAT rebates or instant rebates through a gas card program at your post, please provide an estimated price per litre after applying the tax reduction.

Gasoline	Std. Quantity	Std. UM	Quantity	UM	Price	
Gasoline; regular (e.g. 87-90 octane)	1	l				
Gasoline; premium (e.g. 91+ octane)	1	l				
	Completed?		0.00%	0.00%	0.00%	
Tax-reduced Gasoline	Std. Quantity	Std. UM	Quantity	UM	Price	
Tax- reduced gasoline; regular (e.g. 87-90 octane)	1	l				
Tax-reduced gasoline; premium (e.g. 91+ octane)	1	l				
	Completed?		0.00%	0.00%	0.00%	

TRANSPORTATION - SERVICE AND PARTS

OUTLET DETAILS - IMPORTANT

Outlet(s) used to purchase the products below:

Enter name

Currency used to purchase the products below:

Enter currency

Total additional fees, surcharges, or sales taxes not included in the listed price:

Enter percentage (0 to 100)

Instructions

OUTLET INFORMATION:

Select an outlet most frequented by Canadian staff. At the top of the page, record the outlet name and include any additional taxes or fees not reflected in the original/listed price. Select the currency from the dropdown. Do not include products priced in different currencies on the same sheet, make a copy of the workbook.

PRODUCTS AND PRICES:

Select and price one regular priced product per category, according to the "OR" groups within outlined boxes. For each product, record the quantity, unit of measure (UM), and regular price. Choose items that closely match the description and standard measure provided. Only price "Other" products if no suitable match is available. Each section includes a "Completed?" percentage. If it shows less than 100%, review the section and complete any missing information.

Oil Change	Std. Quantity	Std. UM	Quantity	UM	Price	
Oil change including filter; 4 litres of oil and labour, Regular oil	1	ea				or
Oil change including filter; 4 litres of oil and labour, Synthetic oil	1	ea				
Completed?			0.00%	0.00%	0.00%	
Tires	Std. Quantity	Std. UM	Quantity	UM	Price	
Tire 195/65 R 15; not including installation, All season	1	ea				or
Tire 195/65 R 15; not including installation, Winter	1	ea				
Completed?			0.00%	0.00%	0.00%	

TRANSPORTATION - MISCELLANEOUS

OUTLET DETAILS - IMPORTANT

Outlet(s) used to purchase the products below:

Enter name

Currency used to purchase the products below:

Enter currency

Total additional fees, surcharges, or sales taxes not included in the listed price:

Enter percentage (0 to 100)

Instructions

OUTLET INFORMATION:

Select an outlet most frequented by Canadian staff. At the top of the page, record the outlet name and include any additional taxes or fees not reflected in the original/listed price. Select the currency from the dropdown. Do not include products priced in different currencies on the same sheet, make a copy of the workbook.

PRODUCTS AND PRICES:

Select and price one regular priced product per category, according to the "OR" groups within outlined boxes. For each product, record the quantity, unit of measure (UM), and regular price. Choose items that closely match the description and standard measure provided. Only price "Other" products if no suitable match is available. Each section includes a "Completed?" percentage. If it shows less than 100%, review the section and complete any missing information.

Parking	Std. Quantity	Std. UM	Quantity	UM	Price	
Parking at a lot or garage located centrally in the city; 1 hour	1	ea				or
Parking at a lot or garage located centrally in the city; Daily rate	1	ea				
	Completed?		0.00%	0.00%	0.00%	
Taxi	Std. Quantity	Std. UM	Quantity	UM	Price	
Taxi fare; price for 1KM + basic fee	1	km				
	Completed?		0.00%	0.00%	0.00%	
Vehicle Licensing and Registration	Std. Quantity	Std. UM	Quantity	UM	Price	
Vehicle licensing and registration; gas powered passenger vehicle <3000lbs	1	ea				
	Completed?		0.00%	0.00%	0.00%	

RECREATION EQUIPMENT

OUTLET DETAILS - IMPORTANT

Outlet(s) used to purchase the products below:

Enter name

Currency used to purchase the products below:

Enter currency

Total additional fees, surcharges, or sales taxes not included in the listed price:

Enter percentage (0 to 100)

Instructions

OUTLET INFORMATION:

Select an outlet most frequented by Canadian staff. At the top of the page, record the outlet name and include any additional taxes or fees not reflected in the original/listed price. Select the currency from the dropdown. Do not include products priced in different currencies on the same sheet, make a copy of the workbook.

PRODUCTS AND PRICES:

Select and price one regular priced product per category, according to the "OR" groups within outlined boxes. For each product, record the quantity, unit of measure (UM), and regular price. Choose items that closely match the description and standard measure provided. Only price "Other" products if no suitable match is available. Each section includes a "Completed?" percentage. If it shows less than 100%, review the section and complete any missing information.

Gaming Consoles	Std. Quantity	Std. UM	Quantity	UM	Price	
Playstation 5 Pro	1	ea				or
Playstation 5; slim	1	ea				or
Playstation 5; slim digital	1	ea				or
Xbox Series S; 1TB	1	ea				or
Xbox Series S; 512GB	1	ea				or
Xbox Series X digital; 1TB	1	ea				or
Xbox Series X; 1TB	1	ea				or
Completed?			0.00%	0.00%	0.00%	
iPad	Std. Quantity	Std. UM	Quantity	UM	Price	
10th generation; 256GB, WiFi Only	1	ea				or
10th generation; 64 GB, WiFi Only	1	ea				or
Air 13-in (M2 chip); 512GB, WiFi Only	1	ea				or
Air 13-in (M2 chip); 1TB, WiFi Only	1	ea				or
Air 13-in (M2 chip); 256GB, WiFi Only	1	ea				or
Pro 13-in (M4 chip); 1T, WiFi Only	1	ea				or
Pro 13-in (M4 chip); 256GB, WiFi Only	1	ea				or
Pro 13-in (M4 chip); 512GB, WiFi Only	1	ea				or
Completed?			0.00%	0.00%	0.00%	

CLOTHING

OUTLET DETAILS - IMPORTANT

Outlet(s) used to purchase the products below:

Enter name

Currency used to purchase the products below:

Enter currency

Total additional fees, surcharges, or sales taxes not included in the listed price:

Enter percentage (0 to 100)

Instructions

OUTLET INFORMATION:

Select an outlet most frequented by Canadian staff. At the top of the page, record the outlet name and include any additional taxes or fees not reflected in the original/listed price. Select the currency from the dropdown. Do not include products priced in different currencies on the same sheet, make a copy of the workbook.

PRODUCTS AND PRICES:

Select and price one regular priced product per category, according to the "OR" groups within outlined boxes. For each product, record the quantity, unit of measure (UM), and regular price. Choose items that closely match the description and standard measure provided. Only price "Other" products if no suitable match is available. Each section includes a "Completed?" percentage. If it shows less than 100%, review the section and complete any missing information.

ADDITIONAL NOTE:

Stores selected should be mid-range prices similar to H&M or Zara. If you include several stores, you can add them to the box separated by semi-colons.

Children's Clothing, ages 6 to 13	Std. Quantity	Std. UM	Quantity	UM	Price	
Children's jeans; straight leg, cotton blend	1	ea				
Children's T-shirt, cotton blend	1	ea				or
Children's T-shirt; 100% cotton	1	ea				or
Children's hoodie; heavyweight, cotton-polyester blend	1	ea				
Children's socks; crew, multipack	6	ea				
Children's sleepwear; 2-pc set, 100% cotton	1	ea				
			Completed?	0.00%	0.00%	0.00%
Men's Clothing	Std. Quantity	Std. UM	Quantity	UM	Price	
Men's dress pants; classic fit, straight	1	ea				or
Men's jeans; straight leg, 100% cotton	1	ea				or
Men's jeans; straight leg, cotton-blend	1	ea				
Men's socks; crew, multipack	4	ea				
Men's boxer briefs; multipack, cotton-blend	3	ea				
Men's T-shirt; 100% cotton	1	ea				or
Men's T-shirt; cotton blend	1	ea				or
Men's polo; cotton-polyester blend	1	ea				or
Men's white button up shirt; classic/slim	1	ea				
Men's crewneck; heavyweight, cotton polyester blend	1	ea				
			Completed?	0.00%	0.00%	0.00%
Women's Clothing	Std. Quantity	Std. UM	Quantity	UM	Price	
Women's socks; crew cut, multipack	3	ea				
Women's briefs; 100% cotton, multipack	5	ea				
Women's T-shirt; 100% cotton	1	ea				or
Women's T-shirt; cotton blend	1	ea				or
Women's white button up shirt; classic or slim fit	1	ea				
Women's dress pants; classic fit, straight leg	1	ea				or
Women's jeans, straight leg; 100% cotton	1	ea				or
Women's jeans, straight leg; cotton-blend	1	ea				
Women's crewneck, heavyweight; cotton polyester blend	1	ea				
			Completed?	0.00%	0.00%	0.00%

FITNESS EQUIPMENT

OUTLET DETAILS - IMPORTANT

Outlet(s) used to purchase the products below:

Enter name

Currency used to purchase the products below:

Enter currency

Total additional fees, surcharges, or sales taxes not included in the listed price:

Enter percentage (0 to 100)

Instructions

OUTLET INFORMATION:

Select an outlet most frequented by Canadian staff. At the top of the page, record the outlet name and include any additional taxes or fees not reflected in the original/listed price. Select the currency from the dropdown. Do not include products priced in different currencies on the same sheet, make a copy of the workbook.

PRODUCTS AND PRICES:

Select and price one regular priced product per category, according to the "OR" groups within outlined boxes. For each product, record the quantity, unit of measure (UM), and regular price. Choose items that closely match the description and standard measure provided. Only price "Other" products if no suitable match is available. Each section includes a "Completed?" percentage. If it shows less than 100%, review the section and complete any missing information.

Dumbbell Weights	Std. Quantity	Std. UM	Quantity	UM	Price	
10lbs x 2	2	ea				or
2lbs x 2	2	ea				or
5lbs x 2	2	ea				
Completed?			0.00%	0.00%	0.00%	

Running Shoes	Std. Quantity	Std. UM	Quantity	UM	Price	
Women's Adidas	1	ea				or
Women's New Balance	1	ea				or
Women's Nike	1	ea				or
Women's other brand	1	ea				
Men's Adidas	1	ea				or
Men's New Balance	1	ea				or
Men's Nike	1	ea				or
Men's other brand	1	ea				
Children's Adidas	1	ea				or
Children's New Balance	1	ea				or
Children's Nike	1	ea				or
Children's other brand	1	ea				
Completed?			0.00%	0.00%	0.00%	

SMALL APPLIANCES & HOUSEWARES

OUTLET DETAILS - IMPORTANT

Outlet(s) used to purchase the products below:

Enter name

Currency used to purchase the products below:

Enter currency

Total additional fees, surcharges, or sales taxes not included in the listed price:

Enter percentage (0 to 100)

Instructions

OUTLET INFORMATION:

Select an outlet most frequented by Canadian staff. At the top of the page, record the outlet name and include any additional taxes or fees not reflected in the original/listed price. Select the currency from the dropdown. Do not include products priced in different currencies on the same sheet, make a copy of the workbook.

PRODUCTS AND PRICES:

Select and price one regular priced product per category, according to the "OR" groups within outlined boxes. For each product, record the quantity, unit of measure (UM), and regular price. Choose items that closely match the description and standard measure provided. Only price "Other" products if no suitable match is available. Each section includes a "Completed?" percentage. If it shows less than 100%, review the section and complete any missing information.

Bath Towel	Std. Quantity	Std. UM	Quantity	UM	Price	
Bath towel; 100% cotton; 69cm x 132cm to 76cm x 137 cm	1	ea				
	Completed?		0.00%	0.00%	0.00%	
Electric Appliances	Std. Quantity	Std. UM	Quantity	UM	Price	
Iron; Black+Decker	1	ea				or
Iron; Conair	1	ea				or
Iron; T-fal	1	ea				
Hair dryer; Conair	1	ea				or
Hair dryer; Dyson Supersonic	1	ea				
Stand Mixer; Cuisinart; 5.5qt	1	ea				or
Stand Mixer; Kitchenaid; 5qt; tilt head	1	ea				
	Completed?		0.00%	0.00%	0.00%	

HOUSEHOLD SERVICES

OUTLET DETAILS - IMPORTANT

Outlet(s) used to purchase the products below:

Enter name

Currency used to purchase the products below:

Enter currency

Total additional fees, surcharges, or sales taxes not included in the listed price:

Enter percentage (0 to 100)

Instructions

OUTLET INFORMATION:

Select an outlet most frequented by Canadian staff. At the top of the page, record the outlet name and include any additional taxes or fees not reflected in the original/listed price. Select the currency from the dropdown. Do not include products priced in different currencies on the same sheet, make a copy of the workbook.

PRODUCTS AND PRICES:

Select and price one regular priced product per category, according to the "OR" groups within outlined boxes. For each product, record the quantity, unit of measure (UM), and regular price. Choose items that closely match the description and standard measure provided. Only price "Other" products if no suitable match is available. Each section includes a "Completed?" percentage. If it shows less than 100%, review the section and complete any missing information.

ADDITIONAL NOTE:

If you include several providers, you can add them to the box separated by semi-colons. Do not add discretionary tips to the prices reported below.

Banking Services	Std. Quantity	Std. UM	Quantity	UM	Price	
Personal chequing account; monthly fee; basic account	1	ea				or
Personal chequing account; monthly fee; standard account	1	ea				
ATM cash withdrawal fee at an out-of-network bank (i.e. not home bank)	1	ea				or
Certified cheque fee	1	ea				
		Completed?	0.00%	0.00%	0.00%	
Domestic Services	Std. Quantity	Std. UM	Quantity	UM	Price	
Home cleaning services; fee for 1 hour	1	ea				
Babysitting services; fee for 1 hour	1	ea				
		Completed?	0.00%	0.00%	0.00%	
Hair Services	Std. Quantity	Std. UM	Quantity	UM	Price	
Men's barber cut	1	ea				
Women's shampoo, cut & dry	1	ea				
Children's hair cut	1	ea				
		Completed?	0.00%	0.00%	0.00%	
Household Operations	Std. Quantity	Std. UM	Quantity	UM	Price	
Veterinarian visit; annual exam and vaccinations for a dog	1	ea				or
Veterinarian visit; spaying for a cat	1	ea				
		Completed?	0.00%	0.00%	0.00%	

ENTERTAINMENT SERVICES

OUTLET DETAILS - IMPORTANT

Outlet(s) used to purchase the products below:

Enter name

Currency used to purchase the products below:

Enter currency

Total additional fees, surcharges, or sales taxes not included in the listed price:

Enter percentage (0 to 100)

Instructions

OUTLET INFORMATION:

Select an outlet most frequented by Canadian staff. At the top of the page, record the outlet name and include any additional taxes or fees not reflected in the original/listed price. Select the currency from the dropdown. Do not include products priced in different currencies on the same sheet, make a copy of the workbook.

PRODUCTS AND PRICES:

Select and price one regular priced product per category, according to the "OR" groups within outlined boxes. For each product, record the quantity, unit of measure (UM), and regular price. Choose items that closely match the description and standard measure provided. Only price "Other" products if no suitable match is available. Each section includes a "Completed?" percentage. If it shows less than 100%, review the section and complete any missing information.

ADDITIONAL NOTE:

If a service provider charges in a non-local currency, please create a separate copy of the sheet and enter those prices separately. For example, if a subscription service is only available in USD but your local book store charges in EUR, you should complete two versions of page 19—one with products priced in USD and one with products priced in EUR.

Admissions	Std. Quantity	Std. UM	Quantity	UM	Price	
Movie admission; standard adult. Exclude IMAX, VIP, 3D tickets.	1	ea				
Museum admission; adult	1	ea				
Completed?			0.00%	0.00%	0.00%	
Music Streaming Services	Std. Quantity	Std. UM	Quantity	UM	Price	
Apple Music, annual subscription. Exclude family plans.	1	ann				or
Apple Music; monthly subscription. Exclude family plans.	1	ea				or
Spotify individual plan; monthly subscription. Exclude family plans.	1	ea				
Completed?			0.00%	0.00%	0.00%	
Novels	Std. Quantity	Std. UM	Quantity	UM	Price	
Recent release; electronic	1	ea				or
Recent release; hardcover	1	ea				or
Recent release; paperback	1	ea				
Completed?			0.00%	0.00%	0.00%	
Streaming and Broadcast Services	Std. Quantity	Std. UM	Quantity	UM	Price	
Amazon PrimeTV; annual	1	ann				or
Amazon PrimeTV; monthly	1	ea				or
AppleTV subscription; annual	1	ann				or
AppleTV subscription; monthly	1	ea				or
DisneyPlus Subscription; annual	1	ann				or
DisneyPlus subscription; monthly	1	ea				or
Netflix subscription; monthly	1	ea				
Completed?			0.00%	0.00%	0.00%	

COMMUNICATIONS SERVICES

OUTLET DETAILS - IMPORTANT

Outlet(s) used to purchase the products below:

Enter name

Currency used to purchase the products below:

Enter currency

Total additional fees, surcharges, or sales taxes not included in the listed price:

Enter percentage (0 to 100)

Instructions

OUTLET INFORMATION:

Select an outlet most frequented by Canadian staff. At the top of the page, record the outlet name and include any additional taxes or fees not reflected in the original/listed price. Select the currency from the dropdown. Do not include products priced in different currencies on the same sheet, make a copy of the workbook.

PRODUCTS AND PRICES:

Select and price one regular priced product per category, according to the "OR" groups within outlined boxes. For each product, record the quantity, unit of measure (UM), and regular price. Choose items that closely match the description and standard measure provided. Only price "Other" products if no suitable match is available. Each section includes a "Completed?" percentage. If it shows less than 100%, review the section and complete any missing information.

ADDITIONAL NOTE:

Cell phone and internet prices should be from local providers.

Monthly Cellphone Plan; 1 line. Exclude device cost.		Std. Quantity	Std. UM	Quantity	UM	Price	
100-unlimited GB data		1	ea				or
31-99 GB data		1	ea				or
Up to 30 GB data		1	ea				
		Completed?		0.00%	0.00%	0.00%	
Monthly Home Internet		Std. Quantity	Std. UM	Quantity	UM	Price	
Minimum download speed 1.5GB		1	ea				or
Minimum download speed 150MB		1	ea				or
Starlink at home		1	ea				
		Completed?		0.00%	0.00%	0.00%	

RESTAURANT MEALS - TABLE SERVICE

OUTLET DETAILS - IMPORTANT

Outlet(s) used to purchase the products below:

Enter name

Currency used to purchase the products below:

Enter currency

Total additional fees, surcharges, or sales taxes not included in the listed price:

Enter percentage (0 to 100)

Instructions

Price as many items as possible from the menus of sit-down restaurants. These restaurants should offer table service and be frequented by members at the post.

DO NOT INCLUDE:

- hotel restaurants
- room service
- fast food
- counter service
- fine dining
- Michelin-rated or Michelin-starred establishments.

At the top of the page, please provide restaurant names, the currency used, and any mandatory service charges or taxes not reflected in the menu prices. Do not add discretionary tips or service fees to the prices reported below.

ADDITIONAL NOTE:

For this exercise, do not use prices for vegetarian dishes as substitutes for meat dishes. They are not comparable.

Beverages	Std. Quantity	Std. UM	Quantity	UM	Price	
Latte; regular size	1	ea				
Single espresso; black	1	ea				
Orange juice; regular sized bottle or one glass	1	ea				
Fountain soda; regular size (eg. Pepsi, soda water)	1	ea				
		Completed?	0.00%	0.00%	0.00%	
Main course. Exclude sharing or family style dishes.	Std. Quantity	Std. UM	Quantity	UM	Price	
Sweet breakfast (e.g. pancakes, waffles, crepes)	1	ea				
Western-style breakfast with eggs, meat and bread/potatoes	1	ea				
Salad; non-vegetarian (e.g. chicken caesar)	1	ea				
Noodle soup; non-vegetarian (e.g. pho, ramen)	1	ea				
Italian style pasta; non-vegetarian (e.g. spaghetti bolognese, fettucini alfredo)	1	ea				
Stir fry noodles; non-vegetarian (e.g. pad thai, chow mein)	1	ea				
Curry or stew with rice; non-vegetarian	1	ea				
Hamburger, including a personal side	1	ea				
Sirloin steak (approx. 200g / 7 oz portion), including a personal side	1	ea				
Grilled or baked chicken, including a personal side	1	ea				
Grilled or baked salmon fillet, including a personal side	1	ea				
		Completed?	0.00%	0.00%	0.00%	

RESTAURANT MEALS - QUICK SERVICE

OUTLET DETAILS - IMPORTANT

Outlet(s) used to purchase the products below:

Enter name

Currency used to purchase the products below:

Enter currency

Total additional fees, surcharges, or sales taxes not included in the listed price:

Enter percentage (0 to 100)

Instructions

Price as many items as possible using menus at counter service restaurants. A counter service restaurant is a type of dining establishment where customers place their orders and pay at a counter, rather than being served by waitstaff at their table. After ordering, guests either pick up their food at the counter when it's ready or have it brought to their table by staff, but there is typically minimal table service involved.

At the top of the page, please provide restaurant names, the currency used, and any mandatory service charges or taxes not reflected in the menu prices. Do not add discretionary tips or service fees to the prices reported below.

ADDITIONAL NOTE:

For this exercise, do not use prices for vegetarian dishes as substitutes for meat dishes. They are not comparable.

Beverages	Std. Quantity	Std. UM	Quantity	UM	Price
Latte; regular size	1	ea			
Single espresso; black	1	ea			
Orange juice; regular sized bottle or glass	1	ea			
Fountain soda; regular size (eg. Pepsi, soda water)	1	ea			
Completed?			0.00%	0.00%	0.00%
Main course; non-vegetarian, no sides. Exclude combo meals.	Std. Quantity	Std. UM	Quantity	UM	Price
Breakfast sandwich or wrap with eggs and meat	1	ea			
Deli sandwich or sub with sliced meat (e.g. club, panini, banh mi)	1	ea			
Wrap; non-vegetarian (e.g. gyros, donairs, shawarma, burrito, kathi)	1	ea			
Small or personal sized pizza; non-vegetarian	1	ea			
Chicken nuggets (approx. 10 pieces)	1	ea			
Chicken burger; fried or grilled	1	ea			
Hamburger; no cheese or bacon	1	ea			
Cheeseburger; no bacon	1	ea			
Completed?			0.00%	0.00%	0.00%
Sides	Std. Quantity	Std. UM	Quantity	UM	Price
French fries; regular size	1	ea			
Completed?			0.00%	0.00%	0.00%

AUTOMOTIVE INSURANCE

OUTLET DETAILS - IMPORTANT

Outlet(s) used to purchase the products below:

Enter name

Currency used to purchase the products below:

Enter currency

Total additional fees, surcharges, or sales taxes not included in the listed price:

Enter percentage (0 to 100)

Instructions

OUTLET INFORMATION:

Select an insurance provider commonly used by Canadian staff. At the top of the page, record the outlet name and include any additional taxes or fees not reflected in the original/listed price. Select the currency from the dropdown. Do not include products priced in different currencies on the same sheet, make a copy of the workbook.

ADDITIONAL INFORMATION:

Obtain annual automotive insurance premium quotes for the following car makes and models. If the car model is not available at your location, please use a similar make and model. Please do not use sport, or luxury models.

In the auto insurance quote, please specify:

- the car has 4 doors, and the colour is black
- the car is new with zero mileage
- it is a gas-powered vehicle. Do not provide quotes for electric-powered vehicles
- the car is typically parked at an urban address, under a covered carport
- it will be driven approximately 15,000km per year
- the driver age is 45 years old and has a 5-year clean driving record.

When specifying coverage, please use a deductible of \$1,000 (CAD or equivalent) and only include the mandatory legal liability coverage. Do not include additional coverages such as collision, theft, vandalism, replacement car coverage, rental car insurance, or accident forgiveness.

SUV automotive insurance	Std. Quantity	Std. UM	Quantity	UM	Price
New Honda CR-V LX or similar economy SUV, CAD 1M liability	1	ann			
New Honda CR-V LX or similar economy SUV, CAD 2M liability	1	ann			
Completed?			0.00%	0.00%	0.00%
Sedan automotive insurance	Std. Quantity	Std. UM	Quantity	UM	Price
New Honda Civic LX or similar economy sedan, CAD 1M liability	1	ann			
New Honda Civic LX or similar economy sedan, CAD 2M liability	1	ann			
Completed?			0.00%	0.00%	0.00%

TENANT INSURANCE

OUTLET DETAILS - IMPORTANT

Outlet(s) used to purchase the products below:

Enter name

Currency used to purchase the products below:

Enter currency

Total additional fees, surcharges, or sales taxes not included in the listed price:

Enter percentage (0 to 100)

Instructions

OUTLET INFORMATION:

Select an insurance provider commonly used by Canadian staff. At the top of the page, record the outlet name and include any additional taxes or fees not reflected in the original/listed price. Select the currency from the dropdown. Do not include products priced in different currencies on the same sheet, make a copy of the workbook.

ADDITIONAL INFORMATION:

Obtain annual tenant insurance premium quotes for the following types of dwellings:

- there are two people living in the unit
- the policy includes \$1,000,000 (CAD or equivalent) liability
- there is replacement cost coverage of personal belongings of \$30,000 (CAD or equivalent)
- there have been no prior insurance claims in the past 5 years

When obtaining a quote for the condo or apartment, if prompted, please specify there are 6 units in the building.

Tenant insurance	Std. Quantity	Std. UM	Quantity	UM	Price	
Total annual insurance premium for townhouse	1	ann				
Total annual insurance premium for condo or apartment	1	ann				
	Completed?		0.00%	0.00%	0.00%	