

2010 Survey of Service Industries: Commercial and Industrial Machinery and Equipment Rental and Leasing

This document is confidential when completed.
Si vous préférez recevoir ce questionnaire en français,
veuillez nous appeler au numéro sans frais suivant :
1-800-972-9692.



■ If necessary, please make address label corrections in the boxes below.

0001	Legal name		0004	Address (number and street)	
0002	Business name		0005	City	
0021	Title of contact		0006	Province/territory or state	
0008	First name of contact		0053	Country	0007 Postal code/zip code
0028	Last 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 the financial and operating data needed to develop national and regional economic policies and programs. Please access www.statcan.gc.ca/survey-enquete/index-eng.htm for more information on this survey.

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 will provide the guaranteed level of protection afforded all information collected under the authority of the *Statistics Act*.

Confidentiality

The *Statistics Act* protects the confidentiality of information collected by Statistics Canada.

Data-sharing agreements

To reduce respondent burden, Statistics Canada has entered into data sharing agreements with provincial and territorial statistical agencies and other government organizations, which must keep the data confidential and use them only for statistical purposes.

Information on confidentiality, data-sharing agreements and record linkages can be found on the last page of this questionnaire.

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 **1-800-972-9692** or mail to:
Statistics Canada, Operations and Integration Division, 150 Tunney's Pasture Driveway, Ottawa, Ontario K1A 0T6

Visit our website at www.statcan.gc.ca

B - Main business activity

1. Please describe the nature of your business.

0055

2. Please check the **one main activity** which most accurately represents your **main** source of revenue.

0100 Construction, transportation, mining and forestry machinery and equipment rental and leasing (without operators) (**include** oil and gas industrial equipment rentals; **exclude** rental/leasing of automobiles or light trucks, and pleasure boat rental)

0101 Office machinery and equipment rental and leasing (**exclude** consumer electronics, appliances, residential furniture)

0102 Other commercial and industrial machinery and equipment rental and leasing (**include** agricultural, industrial, commercial and audio-visual equipment)

(please specify):

0103

0040 None of the above — Please call **1-800-972-9692** for further instructions.

3. Is the sole purpose of this business unit to provide services to your parent company, an affiliated company or a professional practice?

0029 ¹ yes, please provide the name of the company or professional practice

0030

³ no

4. Is this business unit engaged in sales financing?

0527 ¹ yes

³ no

C - Reporting period information

1. Please report information for your **fiscal year** (normal business year) **ending between** April 1, 2010 and March 31, 2011. Please indicate below the period covered by this questionnaire.

from ⁰⁰¹¹ to ⁰⁰¹²

2. If the reporting period does not cover 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

Reporting instructions

- Report for business unit(s) specified on the label on the front page.
- Complete only the questions that apply to your business.
- When precise figures are not available, please provide your best estimate.
- Report in Canadian dollars. Dollar amounts and percentages should be rounded to whole numbers.
- Consult the reporting guide at www.statcan.gc.ca/guides-e for further information.

D - Revenue

A detailed breakdown may be requested in other sections.

		CAN\$
1. Sales of goods and services (e.g., rental and leasing income, commissions, fees, admissions, services revenue) Report net of returns and allowances.	2299	
2. Grants, subsidies, donations and fundraising	2068	
3. Royalties, rights, licensing and franchise fees	2022	
4. Investment income (dividends and interest)	2097	
5. Other revenue (please specify): ²⁰⁰¹	2077	
6. Total revenue (sum of questions 1 to 5)	2098	

E - Expenses

		CAN\$
1.	Salaries and wages of employees who have been issued a T4 statement	3010
2.	Employer portion of employee benefits (include employer contributions to pension, medical/life insurance plans, employment insurance, etc.)	3040
3.	Commissions paid to non-employees	4466
4.	Professional and business services fees (e.g., legal, accounting)	4315
5.	Subcontract expenses (include contract labour, contract work and custom work)	3060
6.	Charges for services provided by your head office	4555
7.	Cost of goods sold, if applicable (purchases plus opening inventory minus closing inventory)	5721
8.	Office supplies	3301
9.	Rental and leasing (include rental of premises, equipment, motor vehicles, etc.)	4115
10.	Repair and maintenance (e.g., property, equipment, vehicles)	4178
11.	Insurance (include professional liability, motor vehicles, etc.)	4350
12.	Advertising, marketing and promotions (report charitable donations at question 22)	4365
13.	Travel, meals and entertainment	4370
14.	Utilities and telecommunications expenses (include gas, heating, hydro, water, telephone and Internet expenses)	4084
15.	Property and business taxes, licences and permits	4410
16.	Royalties, rights, licensing and franchise fees	4440
17.	Delivery, warehousing, postage and courier	4179
18.	Financial services fees	4325
19.	Interest expenses	4630
20.	Amortization and depreciation of tangible and intangible assets { include depreciation of leased assets}	4520
21.	Bad debts	4542
22.	All other expenses 4531 (please specify):	4569
23.	Total expenses (sum of questions 1 to 22)	4699
24.	Corporate taxes, if applicable	4600
25.	Gains (losses) and other items (see reporting guide)	4601
26.	Net profit/loss after tax and other items (see reporting guide)	2304

F - Industry characteristics

Please provide a breakdown of your sales.

1. Revenue from rental and/or operating lease agreements

Report your gross revenue from the rental and/or operating lease of the following commercial and industrial machinery and equipment, without operator. **Include** payments for lease contracts in which the lessor is responsible for maintenance.

		CAN\$
a) office machinery and equipment (e.g., computers and peripherals, office furniture)	7068	
b) machinery and equipment for:		
i. air	2982	
ii. rail	2983	
iii. water transportation	2984	
c) machinery and equipment for:		
iv. agriculture	2985	
v. construction, mining and forestry	2986	
d) other commercial and industrial machinery and equipment for:		
vi. materials handling (e.g., fork lifts, cranes, industrial trucks, trolleys, stackers)	2987	
vii. commercial and services (e.g., restaurant and refrigeration equipment, vending machines, audio-visual and theatrical equipment, traffic safety signage, laundry and dry cleaning, medical)	2988	
viii. other industrial (e.g., metal working, manufacturing, sawmill, packaging, machine tools, pumps, compressors, welding equipment and internal and intermodal containers)	2989	
2. Other machinery and equipment rentals (without operator) (e.g., trucks and other road transportation vehicles, travel trailers and campers, portable toilets, consumer goods rentals)	2876	
3. Revenue from capital (financial) leases (include payments for lease contracts in which the lessee is responsible for maintenance of the vehicle, interest and principle)	1192	
4. Labour charged to customers for repair and maintenance services (exclude parts and materials charged to customers; these elements are included on the next line)	2041	
5. Sales of merchandise, including parts and materials charged to customers in the performance of repairs (include sales of all other non-rental items, food, beverages)	2048	
6. a) net gains or losses from disposal of previously rented and/or leased equipment	2198	
b) gross proceeds from disposal of previously rented and/or lease equipment	2199	
7. Commissions revenue (include commissions earned from the sale of insurance, etc.)	2060	
8. Other sales (include revenue from rental of real estate and miscellaneous service revenue)	2558	
(please specify):	2559	
9. Total sales (sum of questions 1 to 8; do not include question 6b)	2305	

G - Personnel

	6321	number
1. Number of partners and proprietors, non-salaried (if salaried, report at question 2 below)		<input type="text"/>
2. Paid employees		
a) average number of paid employees during the reporting period (see reporting guide)	6339	<input type="text"/>
b) percentage of paid employees (from question 2a) who worked full time	6328	%
		<input type="text"/>
3. Number of contract workers for whom you did not issue a T4, such as freelancers and casual workers (estimates are acceptable)	6320	number
		<input type="text"/>

H - Sales by type of client

Please provide a percentage breakdown of your sales by type of client.

	8112	%
1. Clients in Canada		
a) businesses		<input type="text"/>
b) individuals and households	8100	<input type="text"/>
c) governments, not-for-profit organizations and public institutions (e.g., hospitals, schools)	8233	<input type="text"/>
2. Clients outside Canada	8140	<input type="text"/>
		100%

I - Sales by client location

Please provide a percentage breakdown of your sales by client location (first point of sale).

	8400	%
1. Newfoundland and Labrador		<input type="text"/>
2. Prince Edward Island	8415	<input type="text"/>
3. Nova Scotia	8405	<input type="text"/>
4. New Brunswick	8410	<input type="text"/>
5. Quebec	8420	<input type="text"/>
6. Ontario	8425	<input type="text"/>
7. Manitoba	8430	<input type="text"/>
8. Saskatchewan	8435	<input type="text"/>
9. Alberta	8440	<input type="text"/>
10. British Columbia	8445	<input type="text"/>
11. Yukon	8455	<input type="text"/>
12. Northwest Territories	8451	<input type="text"/>
13. Nunavut	8452	<input type="text"/>
14. Clients outside Canada (must equal question 2 in section H)	8401	<input type="text"/>
		100%

J - International transactions

Exports

1. Did you receive revenue from clients outside Canada for the **export** of goods, services, royalties, rights, licensing or franchise fees?

0531 1 **yes**, complete **questions 2, 3 and 4**

3 **no**, go to **question 5**

2. Please report revenue received from **exports**.

0666

CAN\$

3. Please provide a percentage breakdown of **exports** by:

%

a) goods

0667

b) services

0668

c) royalties, rights, licensing and franchise fees

0669

100%

4. Please provide a percentage breakdown of **exports** by country:

%

a) United States

0748

b) Mexico

0749

c) other countries (please specify):

0724

0750

0676

0672

0677

0673

0678

0674

0679

0675

100%

Imports

5. Did you make payments to suppliers outside Canada for the **import** of goods, services, royalties, rights, licensing or franchise fees?

0715 1 **yes**, complete **questions 6, 7 and 8**

3 **no**, go to **next section**

6. Please report payments made for **imports**.

0717

CAN\$

7. Please provide a percentage breakdown of **imports** by:

%

a) goods

0736

b) services

0737

c) royalties, rights, licensing and franchise fees

0738

100%

8. Please provide a percentage breakdown of **imports** by country:

%

a) United States

0751

b) Mexico

0752

c) other countries (please specify):

0743

0753

0744

0739

0745

0740

0746

0741

0747

0742

100%

K - Provincial/territorial distribution

1. Please report the number of business units/locations operating in Canada during the reporting period. Business unit is defined as the lowest level of the firm for which accounting records are maintained for such details as revenue, expenses and employment.

number

5001

2. Do you have business units/locations in more than **one** province or territory?

⁹⁹⁶⁶ ¹ **yes, go to question 3**

³ **no, go to section L**

3. Please report the following data for the provinces or territories in which you have business units, indicating if you are reporting in Canadian dollars **or** percentages.

⁹⁹⁶⁷ ¹ \$ **or** ² %

		Number of business units (locations)	Total revenue	Salaries, wages and employee benefits	Amortization and depreciation of tangible and intangible assets	Total expenses
1. Newfoundland and Labrador	5002		4824	4826	4827	4927
2. Prince Edward Island	5003		4829	4831	4832	4932
3. Nova Scotia	5004		4834	4836	4837	4937
4. New Brunswick	5005		4839	4841	4842	4942
5. Quebec	5006		4844	4846	4847	4947
6. Ontario	5007		4849	4851	4852	4952
7. Manitoba	5008		4854	4856	4857	4957
8. Saskatchewan	5009		4859	4861	4862	4962
9. Alberta	5010		4864	4866	4867	4967
10. British Columbia	5011		4869	4871	4872	4972
11. Yukon	5014		4874	4876	4877	4977
12. Northwest Territories	5013		4879	4881	4882	4982
13. Nunavut	5012		4884	4886	4887	4987
14. Total	5015		4889	4891	4892	4992

L - Contact information

Name of person to contact about this questionnaire:

0026 1 Mr. 2 Mrs. 3 Miss 4 Ms

0054	Last name		0017	Telephone number	
0013	First name		0027	Extension number	
0014	Title		0016	Fax number	
0018	E-mail address		0020	Website address	

Date completed: 0015 yyyy mm dd

How long did you spend collecting the data and completing the questionnaire? 9910 hour(s) 9909 minutes

M - Comments

We invite your comments below. Please be assured that we review all comments with the intent of improving the survey.

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FOR INFORMATION ONLY

General information

Confidentiality

Your answers are confidential.

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*. The confidentiality provisions of the *Statistics Act* are not affected by either the *Access to Information Act* or any other legislation. Therefore, for example, the Canada Revenue Agency cannot access identifiable survey records from Statistics Canada.

Information from this survey will be used for statistical purposes only and will be published in aggregate form only.

Data-sharing agreements

To reduce respondent burden, Statistics Canada has entered into data sharing agreements with provincial and territorial statistical agencies and other government organizations, which must keep the data confidential and use them only for statistical purposes. Statistics Canada will only share data from this survey with those organizations that have demonstrated a requirement to use the data.

Section 11 of the *Statistics Act* provides for the sharing of information with provincial and territorial statistical agencies that meet certain conditions. These agencies must have the legislative authority to collect the same information, on a mandatory basis, and the legislation must provide substantially the same provisions for confidentiality and penalties for disclosure of confidential information as the *Statistics Act*. Because these agencies

have the legal authority to compel businesses to provide the same information, consent is not requested and businesses may not object to the sharing of the data.

For this survey, there are **Section 11** agreements with the provincial and territorial statistical agencies of Newfoundland and Labrador, Nova Scotia, New Brunswick, Quebec, Ontario, Manitoba, Saskatchewan, Alberta, British Columbia, and the Yukon.

The shared data will be limited to information pertaining to business establishments located within the jurisdiction of the respective province or territory.

Section 12 of the *Statistics Act* provides for the sharing of information with federal, provincial or territorial government organizations. Under **Section 12**, you may refuse to share your information with any of these organizations by writing a letter of objection to the Chief Statistician and returning it with the completed questionnaire. Please specify the organizations with which you do not want to share your data.

For this survey, there are **Section 12** agreements with the statistical agencies of Prince Edward Island, the Northwest Territories and Nunavut.

For agreements with provincial and territorial government organizations, the shared data will be limited to information pertaining to business establishments located within the jurisdiction of the respective province or territory.

Record linkages

To enhance the data from this survey, Statistics Canada may combine it with information from other surveys or from administrative sources.

**Thank you for completing this questionnaire.
Please retain a copy for your records.
Visit our website at www.statcan.gc.ca**