



2001 Survey of Service Industries: Translation and Interpretation

This information is collected under the authority of the *Statistics Act, Revised Statutes of Canada, 1985, Chapter S19.*

Completion of this questionnaire is a legal requirement under this Act.

This document is confidential when completed.

Si vous préférez recevoir ce questionnaire en français, veuillez nous téléphoner au **1 888 881-3666**.

If necessary, please correct pre-printed information below.



0001	Legal name	0004	Address (number and street)		
0002	Business name	0005	City		
0003	C/O	0006	Province 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="radio"/> English 2 <input type="radio"/> French		

A. General Information

Survey Purpose

This survey collects the financial and operating data needed to develop national and regional economic policies and programs.

Data Sharing Agreements

In an effort to reduce reporting burden, Statistics Canada has entered into agreements with provincial and territorial statistical agencies for the sharing of data. The data are kept confidential and used for statistical purposes only. Please see the enclosed information booklet for details of the agreements.

Confidentiality

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

Fax or Other Electronic Transmission Disclosure

Statistics Canada advises you that there could be a risk of disclosure during the 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*.

Reporting Instructions

- Report for **all** operation(s) and/or location(s) described on the address label above. If it is not possible to report for the above business unit(s), please explain the reason(s) in the comments section at the end of the questionnaire.
- When precise figures are not available, please provide your best estimates.
- For further information about this survey and definitions, please consult the enclosed information booklet.

Return of Questionnaire

Please mail the completed questionnaire(s) in the enclosed envelope or fax it to Statistics Canada at 1 888 883-7999 within 30 days of receipt.

Lost the return envelope or need help? Call us at **1 888 881-3666** or mail to:
Statistics Canada, Operations and Integration Division, 120 Parkdale Avenue, Ottawa, Ontario K1A 0T6

B. Main Business Activity

Please describe the nature of your business.

0055 _____

Please check only one of the following categories that represents the **main** activity, at this business unit, which most accurately describes the principal source of operating revenue.

0356 Translation and Interpretation services

0040 Other activities

If you responded "**Other activities**", please call **1 888 881-3666** for further instructions.

For further information, please refer to the enclosed information booklet.

C. Reporting Period Information

Please report information for your **fiscal year** (normal business year) ending between April 1, 2001 and March 31, 2002. Please indicate below the period covered by this questionnaire.

0011			0012		
Year	Month	Day	Year	Month	Day

1. **From** _____ **To** _____

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

0031 Seasonal Operation New Business Change of Fiscal Year Change of Ownership Ceased Operations Temporarily Inactive

3. Please indicate below, any change that may have occurred in the organization of this business unit during this fiscal year:

0047 Acquired New Units Disposed of/Sold Units

If you have had any other changes in your business within the year, please describe these changes in the comment section at the end of the questionnaire.

D. Business Unit Organization

Type of organization (please check **one** only):

- 0024 Unincorporated sole proprietorship Unincorporated partnership Incorporated company
 Co-operative Joint venture Government business entity
 Government Non-profit organization

For further information, please refer to the enclosed information booklet.

E. Personnel Characteristics

1. Number of partners and working proprietors (<i>non-salaried</i>)	6321
2. Number of paid employees (<i>Count of employees should be based on year-end T4 payroll summaries</i>)	
a) Professionals	6332
b) Technical and trades	6333
c) Administrative, support staff and other	6330
Total number of paid employees (<i>sum of items a to c</i>)	6339
3. Percentage of paid employees that worked full time	6328 %
4. Employee turnover	
a) Number of paid employees hired during the reporting period	6329
b) Number of paid employees that resigned or were dismissed during the reporting period	6338
5. Number of contract workers hired during the year (<i>individuals engaged only for the duration of a specific project or term</i>)	6320

F. Revenue

	\$ CDN
1. Translation services	2396
2. Interpretation services	2397
3. Proof reading services	2394
4. Editing services	2398
5. Desktop publishing services	2399
6. Other sales and services provided (<i>please specify</i>)	2000
2001	
7. Total Operating Revenue (<i>sum of 1 to 6</i>)	2080
8. Investment and other income (capital gains, etc.)	2097
9. Total Revenue (<i>sum of 7 and 8</i>)	2098

For further information, please refer to the enclosed information booklet.

G. Expenses

	\$ CDN	
1. Salaries and wages of employees	3010	
2. Employer portion of employee benefits	3040	\$ CDN
3. Total labour remuneration (sum of 1 and 2)		3041
4. Telephone and other telecommunications		4101
5. a) Rental and leasing of offices and warehousing		4120
b) Rental and leasing of equipment and vehicles, etc...		4140
6. Translation and other services subcontracted outside		3087
7. Maintenance and repair services purchased		4175
8. Legal, audit and other professional fees		4230
9. Interest expenses (both long and short-term)		4630
10. Financial services fees and other banking charges		4325
11. Insurance premiums		4350
12. Advertising		4365
13. Travel, conferences, meals and entertainment		4370
14. Office supplies		3301
15. Energy costs (gas, oil, electricity)		4027
16. Property and business taxes, licenses and permits		4410
17. Delivery, courier and postage		4085
18. Depreciation and amortization		4520
19. Education, training and reference materials		4348
20. Write-offs, valuation adjustments, capital losses		4349
21. All other expenses. (Please specify major items):		4569
4561		
4562		
22. Total expenses (sum of 3 to 21)		4699

For further information, please refer to the enclosed information booklet.

H. Distribution of Operating Revenue by Client Location

Please indicate the percentage of "Total operating revenue" (section F, line 7) by the location of client to whom the services were delivered.

Clients in Canada	Percentage
1. Newfoundland	8400
2. Prince Edward Island	8415
3. Nova Scotia	8405
4. New Brunswick	8410
5. Quebec	8420
6. Ontario	8425
7. Manitoba	8430
8. Saskatchewan	8435
9. Alberta	8440
10. British Columbia	8445
11. Yukon	8455
12. Northwest Territories	8451
13. Nunavut	8452
Clients outside Canada (exports)	
14. United States	8465
15. Mexico	8470
16. Central and South America	8462
17. European Union Countries	8477
18. Other European Countries	8463
19. Africa	8464
20. Middle East	8466
21. Asia	8471
22. Australia, New Zealand	8467
23. All other countries	8476
Total clients	100%

I. Distribution of Operating Revenue by Type of Client

Please distribute "Total operating revenue" (section F, line 7) by type of client to whom your services were sold.

1. Clients in Canada	Percentage
a) Individuals and households	8100
b) Businesses	8110
c) Public institutions (hospitals, schools, universities, etc.)	8120
d) Governments (federal, provincial, territorial and municipal administration)	8130
2. Clients outside Canada (exports) - (should equal sum of items 14 to 23 in section H above)	8140
Total	100%

J. Certification

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

Signature of authorized person	Title 0014	0015 Date		
		Year	Month	Day
Name of person to contact for further information 0026 1 <input type="radio"/> Mr. 2 <input type="radio"/> Mrs. 3 <input type="radio"/> Miss 4 <input type="radio"/> Ms.	0013	First name		
	0054	Last name		
E-mail address: 0018	Web site address: 0020			
Telephone number: 0017 ()	Extension: 0027	Fax number: 0016 ()		
How long did you spend collecting the data and completing this questionnaire?		9910 hour(s)	9909 minutes	

K. Comments

We invite your comments below. If necessary, please attach a separate page. Please be assured that we review all comments with the intent to improve the survey.

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Thank you for completing this questionnaire. Please retain a copy for your records.

Statistics Canada's publications are available for use
in Statistics Canada's regional offices and all major libraries.
As well, please visit our Web site at www.statcan.ca

If you need help, please contact us at **1 888 881-3666**.