



Guidelines for completing the Part B - Supplement to the 2000 Annual Retail Chain Survey

Si vous préférez recevoir ces instructions en français, veuillez appeler au numéro **1 888 881-3666**.



Survey Purpose:

The Part B - supplement to the 2000 Annual Retail Chain Survey collects data on individual business locations that are reported as a combined total in the Part A - 2000 Annual Retail Chain Survey. These data are used to derive estimates about individual business locations.

The Part B is designed to:

- collect key information about your individual business locations;
- avoid sending detailed questionnaires to each of your individual business locations;
- clarify the business locations that are covered by the Part A;
- update the information about the locations that are considered as components of your business unit covered by the Part A.

As such, please use Part B in conjunction with the Part A - 2000 Annual Retail Chain Survey.

Coverage:

Please complete Part B for all location(s) described on the reverse side of this form. You should only report for those operations located in Canada.

Confidentiality:

Please refer to the front page of the Part A - 2000 Annual Retail Chain Survey - for detailed information on Confidentiality.

Data Sharing Agreements:

More details on data-sharing are included in this package.

General Guidelines

Your business was selected to receive the Part B based on information on file at Statistics Canada. Please verify that the "Questionnaire Number for combined report" (pre-printed in the top left corner on the reverse of this supplement) matches the "Questionnaire Number" in the pre-printed area on the front of the Part A. If they do not match, please call us toll free at **1 888 881-3666**.

To save you time, some information is pre-printed for each location that was owned and operated by your business during the reporting period covered by the Part A. Please verify the pre-printed information and correct as required.

If we have omitted any business location(s) or you have acquired new location(s) not listed on Part B, please report the name, address, and the relevant data for the location(s). Report only for those operations located in Canada. If you require more space, please attach a separate sheet.

For locations that your business acquired or disposed of during the reporting period, please indicate the date of this change in the column of this form which refers to "Please provide the dates for Part Year Operation".

The sum of all locations should match the figures already reported on Part A. For example, the "Total Operating Revenue" on Part B should be equal to the "Total Operating Revenue" reported on Part A, page 4, question 9.

If you have any questions about how to complete this supplement, please call us toll-free at **1 888 881-3666**.

