



Unified Enterprise Survey

## Guidelines for completing Part B 2006 Annual Retail Chain Survey

**PART B**

Si vous préférez recevoir ces lignes directrices en français, veuillez nous téléphoner au numéro sans frais suivant : **1 888 881-3666**.



### Survey Purpose

Part B - 2006 Annual Retail Chain Survey collects data on individual business locations that are reported as combined totals in Part A - 2006 Annual Retail Chain Survey. These data are used to derive estimates on individual business locations.

Part B is designed to:

- clarify the business locations in Part A;
- update location information for components of your business unit covered by Part A;
- collect key information about your individual business locations;
- avoid sending detailed questionnaires to each of your individual business locations.

### Confidentiality

Please see the enclosed booklet entitled *Statistics Canada Business Surveys* for information on confidentiality.

### Data-sharing Agreements

Please see the enclosed booklet entitled *Statistics Canada Business Surveys* for information on data-sharing agreements.

### General Guidelines

Your business unit was selected to receive Part B of this survey based on the current information on file at Statistics Canada. Please:

- Report only for those operations located in Canada.
- Verify that the questionnaire number pre-printed on the top left corner of the attached form matches the questionnaire number pre-printed on the front of Part A. If they do not match, please call Statistics Canada at the toll-free number indicated below.
- Use Part B in conjunction with Part A – 2006 Annual Retail Chain Survey.
- Complete the location column for all businesses pre-printed on the attached form and verify that all pre-printed information is correct.
- Report the name, address and relevant data for business locations which have been omitted or acquired. Make sure these are also indicated in the column "Please provide date(s) for Part year operation". Attach a separate sheet if you require more space.
- Ensure that the amount reported in Part A, page 2, question 8, is equal to the total operating revenue reported in the attached Part B.

**If you have any questions on how to complete this form, please call Statistics Canada toll-free at 1 888 881-3666.**