



## **Reporting Guide for completing the For-hire Motor Carrier Freight Services Price Report**

### **General**

This is a quarterly survey and is sent out in March (pricing for January, February and March), June (pricing for April, May and June), September (pricing for July, August and September) and December (pricing for October, November and December).

The prices are aggregated to compile the For-hire Motor Carrier Freight Services Price Index (FHMCFSPI). The index measures the changes in prices of For-hire Motor Carrier Freight Services under the North American Industry Classification System (NAICS) 484 – truck transportation services. Businesses use these indexes to gain a better understanding of their industry and assess their performance, while Statistics Canada uses these indexes to deflate current dollar values and derive real growth and productivity from this sector of the economy.

There is a return envelope enclosed for your completed questionnaire. We ask that you return it within 15 days of receipt. If you prefer it is possible to complete the survey by telephone or you may fax it to us at the number on the cover page.

Your input is important to ensure data accuracy. Once received, the data reported on your questionnaire are confidential. The published data are in aggregate form ensuring our respondent, business, and price information remains confidential.

This first survey sets up the specifications that will be priced through time. We ask that you choose three different services (hauls) that are representative of your company under the NAICS where most of your revenue comes from. This could be either NAICS 48411- general local, 48412- general long distance (for the purpose of this survey long distance is greater than 50 miles or 80 kilometres), 48421- moving, 48422- specialized local, or 48423 specialized long distance (greater than 50 miles or 80 kilometers). Please choose services and customers that are representative and that can be priced for each month. It is important that the prices given for each month are for the same service (set of specifications) through time. If a service you choose to price for the survey is LTL (less than truck load), please only show pricing for that particular service, not the full truck if you have more than one LTL on the same truck. For example if your shipment consists of two LTL, a 2000 lb LTL and a 6000 LTL, then only track one of those.

### **Questionnaire description:**

The questionnaire has 10 pages.

**Cover page.**

Shows the name of the survey and the current quarter for which prices are required. It also tells the purpose of the survey, has a confidentiality statement, a record linkage statement, a participation statement, a transmission disclosure, and return procedures. At the bottom is an empty block. This space is in case we have any instructions to ask of you. For this survey it is rarely used. To the right at the bottom is a space for you to make changes to company and contact information, should it be different than what is showing. There is also a reference label, shown above the company name and address. The Q plus the 8 digits following is your reference number.

**Page 2.**

Is blank for printing purposes.

**Page 3.**

Please provide a breakdown in percentage of revenue by North American Industry Classification System (NAICS) category for your company. After the initial completion, this section will only need updating if there are changes to your annual revenue breakdown by NAICS.

<b>Please estimate the percentage of revenue received from each of the following NAICS categories during your last fiscal year. (NAICS - North American Industry Classification System).</b>			
	<b>%</b>	<b><u>Update if necessary</u></b>	<b>NAICS</b>
H0501		___	<b>48411 General Freight Trucking, Local</b>
H0502		___	<b>48412 General Freight Trucking, Long Distance</b>
H0503		___	<b>48421 Used Household and Office Goods Moving</b>
H0504		___	<b>48422 Specialized Freight (except Used Goods) Trucking, Local</b>
H0505		___	<b>48423 Specialized Freight (except Used Goods) Trucking, Long Distance</b>
	<b>100%</b>	<b>100%</b>	<b>Total revenue</b>

*(Pages 4 & 5 refer to service 1, pages 6 & 7 refer to service 2, and pages 8 & 9 refer to service 3. The pricing you provide for service 1, 2 and 3 should be from the NAICS category that provides most of your revenue. Please provide three services from the same NAICS category. The Pricing portion should be for actual transaction prices charged to your customers excluding taxes. Please use the 15<sup>th</sup> of the month as your pricing day or the closest working day.)*

**Page 4.**

For the initial set up of service 1, please complete the shaded area. Once we have received your information from this initial set up of service 1, the shaded area can be pre-filled to aid you in your next completion. For the initial completion we ask that you complete page 4 & 5 for service 1. Here is an example.

Service Description		Commodity 1			office use only		C0602_1		Service Description for substitution				
H060L_1	NAICS	X 1 48411	O 2 48412	O 3 48421	O 4 48422	O 5 48423			R060L_1	NAICS:	O 48411	O 48412	O 48421
H0602_1	Commodity :	CRAYONS							R0602_1	Commodity :			
H0603_1	Type of shipment:	X 1 TL	O 2 LTL						R0603_1	Type of shipment:	O Truckload	O Less Than Truckload	
H0604_1	Type of shipment:	X 1 Domestic	O 2 International						R0604_1	Type of shipment:	O Domestic	O International	
H0605_1	Volume:	10000	Unit: LBS					H0605a_1	Volume:		Unit of Measure		
H0606_1	City of origin:	OTTAWA	Prov/State	ON	H0606a_1			H0606b_1	City of origin:		Prov/State		
H0607_1	City of destination:	KANATA	Prov/State	ON	H0607a_1			H0607b_1	City of destination:		Prov/State		
H0608_1	Distance:	70	O 1 Miles					H0608a_1	Distance:		O Miles		O Km
<b>Terms of Transaction</b>													
H0609_1	Buyer (your customer)	X 1 Domestic	O 2 International						R0609_1	Buyer:	O Domestic	O International	
H0610_1	Type of Buyer:	X 1 Business	O 2 Government						R0610_1	Type of Buyer:	O Business	O Government	
		O 3 Exporter	O 4 General Consumer								O Exporter	O General Consumer	
H0611_1	Type of Rate:	O 1 List	X 2 Contract						R0611_1	Type of Rate:	O List	O Contract	
		O 3 Tariff	O 4 Spot								O Tariff	O Spot	
H0611txt_1		O 5 Other, specify							R0611txt_1		O Other, specify		
Month	Price CAN\$ Exclude: GST, HST, PST and TVQ	DISCOUNT				SURCHARGE							
		Type of Discount	Value in Dollars or Percent	Already applied to Price?	Type of Surcharge	Value in Dollars or Percent	Already applied to Price?						
January 2013	\$1800	H0121_1 O Cash H0122_1 O Competitive H0123_1 O Seasonal H0124_1 O Other (specify) H0124txt_1 H0125_1 X Not applicable	H0126_1 \$ H0126b_1 % H0126c_1 \$ H0126d_1 %	H0127_1 % H0127b_1 % H0127c_1 % H0127d_1 %	H0128_1 O, Yes O, No H0128b_1 O, Yes O, No H0128c_1 O, Yes O, No H0128d_1 O, Yes O, No	H0129_1 X Fuel H0130_1 O Other (specify) H0130txt_1 H0131_1 O Not applicable	H0132_1 \$ H0132b_1 % H0132c_1 \$ H0132d_1 %	H0133_1 35.00 H0133b_1 % H0133c_1 % H0133d_1 %	H0134_1 O, Yes X, No H0134b_1 O, Yes O, No H0134c_1 O, Yes O, No H0134d_1 O, Yes O, No				
Remarks/ Reason for price change:													
February 2013	\$1800	H0221_1 O Cash H0222_1 O Competitive H0223_1 O Seasonal H0224_1 O Other (specify) H0224txt_1 H0225_1 X Not applicable	H0226_1 \$ H0226b_1 % H0226c_1 \$ H0226d_1 %	H0227_1 % H0227b_1 % H0227c_1 % H0227d_1 %	H0228_1 O, Yes O, No H0228b_1 O, Yes O, No H0228c_1 O, Yes O, No H0228d_1 O, Yes O, No	H0229_1 X Fuel H0230_1 O Other (specify) H0230txt_1 H0231_1 O Not applicable	H0232_1 \$ H0232b_1 % H0232c_1 \$ H0232d_1 %	H0233_1 38.00 H0233b_1 % H0233c_1 % H0233d_1 %	H0234_1 O, Yes X, No H0234b_1 O, Yes O, No H0234c_1 O, Yes O, No H0234d_1 O, Yes O, No				
Remarks/ Reason for price change:													
March 2013	\$1900	H0321_1 O Cash H0322_1 O Competitive H0323_1 O Seasonal H0324_1 O Other (specify) H0324txt_1 H0325_1 X Not applicable	H0326_1 \$ H0326b_1 % H0326c_1 \$ H0326d_1 %	H0327_1 % H0327b_1 % H0327c_1 % H0327d_1 %	H0328_1 O, Yes O, No H0328b_1 O, Yes O, No H0328c_1 O, Yes O, No H0328d_1 O, Yes O, No	H0329_1 X Fuel H0330_1 O Other (specify) H0330txt_1 H0331_1 O Not applicable	H0332_1 \$ H0332b_1 % H0332c_1 \$ H0332d_1 %	H0333_1 33.00 H0333b_1 % H0333c_1 % H0333d_1 %	H0334_1 O, Yes X, No H0334b_1 O, Yes O, No H0334c_1 O, Yes O, No H0334d_1 O, Yes O, No				
Remarks/ Reason for price change: competition													

The hauls should be representative of your business and possible to price each month. Here is an example for the service description and terms of transaction:

Service Description		Commodity 1			office use only		C0602_1	
H060L_1	NAICS	O 1 48411	O 2 48412	O 3 48421	X 4 48422	O 5 48423		
H0602_1	Commodity :	FRUIT						
H0603_1	Type of shipment:	O 1 TL	X 2 LTL					
H0604_1	Type of shipment:	X 1 Domestic	O 2 International					
H0605_1	Volume:	200	Unit: LBS				H0605a_1	
H0606_1	City of origin:	TORONTO	Prov/State	ON	H0606a_1			
H0607_1	City of destination:	TORONTO	Prov/State	ON	H0607a_1			
H0608_1	Distance:	70	O 1 Miles				X 2 Km	H0608a_1
<b>Terms of Transaction</b>								
H0609_1	Buyer (your customer)	X 1 Domestic	O 2 International					
H0610_1	Type of Buyer:	X 1 Business	O 2 Government					
		O 3 Exporter	O 4 General Consumer					
H0611_1	Type of Rate:	O 1 List	X 2 Contract					
		O 3 Tariff	O 4 Spot					
H0611txt_1		O 5 Other, specify						

You will notice an area in the top right on pages 4, 6, and 8 "Service Description for substitution". This area is used if the service you are pricing is no longer available. In this case, please provide another set of service specifications that may be priced into the future. If pricing for the original service is unavailable only for a month or two, we ask that you provide an estimate for the original service for the missing months until the service is back.

Service Description		Commodity 2		office use only		C0602_2		Service Description for substitution							
H0601_2	NAICS:	O 1 48411	X 2 48412			O 3 48421		R0601_2	NAICS:	1 X 48411	2 O 48412	3 O 48421			
		O 4 48422	O 5 48423							4 O 48422	5 O 48423				
H0602_2	Commodity :	BOXES OF PAPER						R0602_2	Commodity :	COMPUTER PARTS					
H0603_2	Type of shipment:	X 1 TL	O 2 LTL					R0603_2	Type of shipment:	1 O Truckload	2 X Less Than Truckload				
H0604_2	Type of shipment:	O 1 Domestic	O 2 International					R0604_2	Type of shipment:	1 X Domestic	2 O International				
H0605_2	Volume:	11,000	Unit: LBS			H0605_2		R0605_2	Volume:	100	R0605_2	Unit of Measure	KGM		
H0606_2	City of origin:	WINDSOR	Prov/State	ON	H0606_2		R0606_2	City of origin:	TORONTO	R0606_2	Prov/State	ON			
H0607_2	City of destination:	OSHAWA	Prov/State	ON	H0607_2		R0607_2	City of destination:	TORONTO	R0607_2	Prov/State	ON			
H0608_2	Distance:	260	X 1 Miles			O 2 Km		R0608_2	Distance:	40	R0608_2	1 O Miles	2 X Km		
<b>Terms of Transaction</b>								<b>Terms of Transaction for substitution</b>							
H0609_2	Buyer (your customer):	X 1 Domestic	O 2 International					R0609_2	Buyer:	1 X Domestic	2 O International				
H0610_2	Type of Buyer:	X 1 Business	O 2 Government					R0610_2	Type of Buyer:	1 X Business	2 O Government				
		O 3 Exporter	O 4 General Consumer							3 O Exporter	4 O General Consumer				
H0611_2	Type of Rate:	O 1 List	X 2 Contract					R0611_2	Type of Rate:	1 O List	2 X Contract				
		O 3 Tariff	O 4 Spot							3 O Tariff	4 O Spot				
H0611txt_2		O 5 Other, specify						R0611txt_2		O 5 Other, specify					

**Page 5.**

For future surveys, this page is what you will need to complete for service 1. This is where you will fill in pricing for the quarter showing on the cover page as page 4 can be pre-filled with information you have given us previously.

*Please provide prices for the specific shipment described under the service description and terms, for the months indicated.  
If there was no shipment, estimate the price you would have charged.*

Month	Price CAN\$ Exclude: GST, HST, PST and TVG	DISCOUNT			SURCHARGE						
		Type of Discount	Value in Dollars or Percent	Already applied to Price?	Type of Surcharge	Value in Dollars or Percent	Already applied to Price?				
April 2013	\$	O Cash	\$	%	1 O Yes	3 O No	O Fuel	\$	%	1 O Yes	3 O No
		O Competitive	\$	%	1 O Yes	3 O No	O Other (specify)				
		O Seasonal	\$	%	1 O Yes	3 O No		\$	%	1 O Yes	3 O No
		O Other (specify)	\$	%	1 O Yes	3 O No					
		O Not applicable						O Not applicable			
C0142_1	Remarks/ Reason for price change:										
May 2013	\$	O Cash	\$	%	1 O Yes	3 O No	O Fuel	\$	%	1 O Yes	3 O No
		O Competitive	\$	%	1 O Yes	3 O No	O Other (specify)				
		O Seasonal	\$	%	1 O Yes	3 O No		\$	%	1 O Yes	3 O No
		O Other (specify)	\$	%	1 O Yes	3 O No					
		O Not applicable						O Not applicable			
C0242_1	Remarks/ Reason for price change:										
June 2013	\$	O Cash	\$	%	1 O Yes	3 O No	O Fuel	\$	%	1 O Yes	3 O No
		O Competitive	\$	%	1 O Yes	3 O No	O Other (specify)				
		O Seasonal	\$	%	1 O Yes	3 O No		\$	%	1 O Yes	3 O No
		O Other (specify)	\$	%	1 O Yes	3 O No					
		O Not applicable						O Not applicable			
C0342_1	Remarks/ Reason for price change:										

**Note on the monthly Price section:**

**Please price as at the 15<sup>th</sup> of the month or the closest business day.**

The Price and any dollar values under DISCOUNT or SURCHARGE should be in Canadian dollars. (It is possible to report in US dollars but if you need to please state that it is US dollars underneath the amount. If US funds are reported, any discounts or surcharges can only be shown in percentage values.)

If this transaction has a discount(s) please tick the type. The value may be reported in dollars "\$" or percent "%" in the spaces provided.

It is important that you tick "Yes" if the amount is already included in the PRICE or tick "No" if the amount has to be deducted from the price to come to the total price.

If this transaction has a surcharge(s) please tick the type. The value may be reported in dollars "\$" or percent "%" in the spaces provided.

It is important that you tick "Yes" if the amount is already included in the PRICE or tick "No" if the amount needs to be added to the price to come to the total price.

If there were no discounts applied to this price, please tick "Not applicable".

If there are no surcharges applied to this price, please tick "Not applicable".

Note: After each month of pricing information there is an area for "reason for price change". For any price change from the previous month please indicate whether the price change was due to:

- change to the contract
- change in service or terms
- market conditions
- labour costs
- annual price change
- competition
- fuel
- other reasons-please explain.

**Page 6.**

For the initial set up of service 2, please complete the shaded area. Once we have received your information from this initial set up of service 2, the shaded area can be pre-filled to aid you in your next completion. For the initial completion we ask that you complete page 6 & 7 for service 2.

**Page 7.**

For future surveys this page is what you will need to complete. This is where you will fill in pricing for the quarter showing on the cover page as page 6 can be pre-filled with information you have given us previously.

**Page 8.**

For the initial set up of service 3, please complete the shaded area. Once we have received your information from this initial set up of service, the shaded area can be pre-filled to aid you in your next completion. For the initial completion we ask that you complete page 8 & 9 for service 3.

**Page 9.**

For future surveys this page is what you will need to complete for service 3. This is where you will fill in pricing for the quarter showing on the cover page as page 8 can be pre-filled with information you have given us previously.

**Page 10.**

This page has space for you to provide information on industry issues, trends or comments you would like to make. The certification area is for the person who completed the questionnaire or who we would contact if further information is required, for example missing data or price change without reasons noted.

It also asks for the time it took you to complete the questionnaire.

There is also a reminder that the next questionnaire will be pre-filled. This can only happen once we have received your approval to pre-fill the shaded areas for your convenience. Form included.

Thank you for your time and co-operation. Should you have any questions about the For-hire Motor Carrier Freight Service Price Report please contact our Initialization Unit at [1-800-478-5086](tel:1-800-478-5086) or [ppdinitializunit@statcan.gc.ca](mailto:ppdinitializunit@statcan.gc.ca) or [ppd-trans-dpp@statcan.gc.ca](mailto:ppd-trans-dpp@statcan.gc.ca) .

Please quote your reference numbers when calling back, It can be found in the label line on the cover page. It begins with the letter Q plus 8 digits.