



2008 Survey of Service Industries: Engineering

This document is confidential when completed.

Si vous préférez recevoir ce questionnaire en français, veuillez nous appeler au numéro sans frais suivant : **1-888-881-3666.**

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. For more information on this survey, please access www.statcan.ca/english/survey/index.htm.

Data-sharing agreements

To reduce respondent burden, Statistics Canada has entered into agreements with provincial and territorial statistical agencies and other government departments for the sharing of data. The data will be kept confidential and used for statistical purposes only by these organizations. For further details on any data-sharing agreement for this survey, please consult the enclosed reporting guide.

Confidentiality

The *Statistics Act* protects the confidentiality of information collected by Statistics Canada. Please see the enclosed reporting guide for more information.

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*.

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 **1-888-881-3666** or mail to:
Statistics Canada, Operations and Integration Division, 150 Tunney's Pasture Driveway, Ottawa, Ontario K1A 0T6

Visit our website at www.statcan.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.

0479 **Engineering Services:** this industry comprises business units primarily engaged in applying principles of engineering in the design, development and utilization of machines, materials, instruments, structures, processes and systems. The assignments undertaken by these establishments may involve any of the following activities: the provision of advice, the preparation of feasibility studies, the preparation of preliminary and final plans and designs, the provision of technical services during the construction or installation phase, the inspection and evaluation of engineering projects, and related services.

0040 None of the above — Please call **1-888-881-3666** for further instructions.

C - Reporting period information

1. Please report information for your **fiscal year** (normal business year) **ending between** April 1, 2008 and March 31, 2009. Please indicate below the period covered by this questionnaire.

from ^{yyyy} 0011 ^{mm} ^{dd} to ^{yyyy} 0012 ^{mm} ^{dd}

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 enclosed reporting guide 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. {must equal total sales in section F }. 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 ²⁰⁰¹ (please specify): 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	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

Sales by type of service

Please provide a breakdown of your sales, indicating if the amounts are in Canadian dollars **or** percentages. Definitions are provided in the enclosed reporting guide.

Engineering services

9970 1 \$ or 2 %

1. Residential building engineering projects	8107	
2. Commercial, public and institutional building engineering projects	8108	
<u>Industrial and manufacturing engineering projects</u>		
3. Mining and metallurgical plant and process engineering projects	8111	
4. Petroleum and petrochemical plant and process engineering projects	8109	
5. Pulp and paper plant and process engineering projects	8118	
6. Industrial machinery engineering design projects	8199	
7. Electronic and electrical equipment engineering design projects	8202	
8. Transportation equipment engineering design projects	8201	
9. Other industrial and manufacturing engineering projects	8203	
10. Transportation engineering projects (e.g., road, rail, air, marine)	8164	
11. Municipal utility engineering projects	8166	
12. Power generation, transmission and distribution engineering projects	8167	
13. Telecommunications and broadcasting engineering projects	8168	
14. Hazardous and industrial waste engineering projects	8171	
15. Engineering advisory services (e.g., expert witness, forensic investigation, etc)	8188	
16. Other engineering projects or services	8189	
Secondary activities		
17. Project management services	2723	
18. Construction services (including design-build contracts)	8142	
19. Environmental consulting services	8145	
20. Other sales	2558	
21. Total sales (sum of questions 1 to 20)	2305	

F - Industry characteristics (continued)

Sales by type of revenue

Please provide a breakdown of your sales, indicating if the amounts are in Canadian dollars **or** percentages.

	9973	1 <input type="checkbox"/> \$	or	2 <input type="checkbox"/> %
1. Fee income	8236			
2. Sub-contracts				
a) engineering consulting	8294			
b) other consulting (e.g., architects, contractors)	8238			
3. Reimbursables	8239			
4. Other income	8295			
5. Total sales (sum of questions 1 to 4)	2305tot			

Environment-related projects

1. Did you report sales revenues for **municipal utility engineering projects** (section F, question 11), **power generation, transmission and distribution engineering projects** (section F, question 12) or **hazardous and industrial waste engineering projects** (section F, question 14)?

4143 ¹ **yes**, complete **question 2 (a, b, c, d, e)**

³ **no**, go to next section

Please provide a breakdown of your sales in Canadian dollars.

2. Please report sales of engineering services related to:	CAN\$
a) facilities that generate electrical power from the following renewable energy sources: sun, wind, water, biomass or the earth's heat	4145
b) municipal waste water treatment	4146
c) municipal garbage collection and disposal	4147
d) site remediation	4148
e) industrial air, water and solid waste collection, treatment, and disposal projects	4149

G - Personnel

1. Number of partners and proprietors, non-salaried (if salaried, report at question 2 below)	6321	number
2. Paid employees		
a) average number of paid employees during the reporting period (see reporting guide)	6339	
b) percentage of paid employees (from question 2a) who worked full time	6328	%
3. Number of contract workers for whom you did not issue a T4, such as freelancers and casual workers (estimates are acceptable)	6320	number
4. Number of volunteers during the reporting period (estimates are acceptable)	6014	
5. Number of hours worked by all volunteers during the reporting period (estimates are acceptable)	6026	number of hours

H - Sales by type of client

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

1. Clients in Canada

a) businesses

8112

%

b) individuals and households

8100

c) governments, not-for-profit organizations and public institutions (e.g., hospitals, schools)

8233

8140

2. Clients outside Canada

100%

I - Sales by client location

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

1. Newfoundland and Labrador

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

14. Clients outside Canada (must equal question 2 in section H)

8401

100%

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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%

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K - Not applicable

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: yyyy mm dd

0015

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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9920 _____

9913 _____

9914 _____

9915 _____

9916 _____

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

Visit our website at www.statcan.ca