



Unified Enterprise Survey – Annual
**2007 Survey of the Couriers and
 Local Messengers Industry**

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. 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**.

Please correct pre-printed information, **if necessary**, using the corresponding boxes below:



0001	Legal name		0004	Address			
0002	Business name		0005	City		0006	Province/territory or state
0003	C/O		0053	Country		0007	Postal code/zip code
0028	Last name of contact		0008	First name of contact			
0052	Please report for		0010	Language preference	1 <input type="checkbox"/> English 2 <input type="checkbox"/> French		

A - Introduction

Survey purpose

The purpose of this survey is to collect the financial and operating/production data needed to develop national and regional economic policies and programs.

Data-sharing agreements

Statistics Canada has entered into data-sharing agreements with provincial and territorial statistical agencies. The data are kept confidential and used for statistical purposes only. **Your responses are not shared with Canada Revenue Agency.** For further details, please consult the enclosed booklet entitled *Statistics Canada Business Surveys*.

Coverage

Please report for the business unit(s) identified above. Include only those operations located in Canada.

Confidentiality

Statistics Canada is prohibited by law from publishing any statistics which would divulge information obtained from this survey that relates to any identifiable business. **The data reported on this questionnaire will be treated in strict confidence.** For further details, please consult the enclosed booklet entitled *Statistics Canada Business Surveys*.

Fax or other electronic transmission disclosure

Statistics Canada advises you that there could be a risk of disclosure during facsimile or electronic transmission. However, upon receipt, Statistics Canada will provide the guaranteed level of protection afforded to all information collected under the authority of the *Statistics Act*.

Return of questionnaire

Please return the completed questionnaire to Statistics Canada within 30 days of receipt using the enclosed envelope, or you can fax it to 1-888-883-7999.

Lost the return envelope, need help to complete your questionnaire? Call us at **1-888-881-3666**.

0026	Person primarily responsible for completing this questionnaire, if different from above: 1 <input type="checkbox"/> Mr. 2 <input type="checkbox"/> Mrs. 3 <input type="checkbox"/> Miss 4 <input type="checkbox"/> Ms	0017	Telephone number	
		0027	Extension number	
0054	Last name	0016	Fax number	
0013	First name	0020	Website address	
0014	Title	0018	E-mail address	



Reporting period information

1. Please report information for **your 12-month fiscal period** ending between April 1, 2007 and March 31, 2008. Please indicate below the period covered by this questionnaire.

from yyyy mm dd to yyyy mm dd

0011 0012

2. If you **did not operate** this business unit for 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

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

0047 1 acquired new business units 2 disposed of/sold business units

Main business activity

Please check the **main** activity, at this business unit, which most accurately describes the **principal** source of revenue.

1. 0530 courier services
(provides national or international delivery service by air and/or surface transport)

Local delivery services:

2. 0532 dedicated local delivery services of messages and parcels for a courier firm (e.g., independent contractors, owner operators and contract workers)
3. 0533 local delivery services of messages and parcels for general public
4. 0534 local delivery services of groceries, take-out food or prescription drugs
5. 0535 other local delivery services
6. 0040 None of the above — Please list the main activities of this business unit and indicate the estimated percentage of total revenue associated with each one:

0041

Note: If you responded "None of the above", please call **1-888-881-3666** for further instructions.

Reporting instructions

1. Please report all dollar amounts in **Canadian dollars (CAN\$)**.
2. Dollar amounts and percentages should be rounded to whole numbers.
3. Please print in ink.
4. **When precise figures are not available, please provide your best estimates.**

B - Revenue

Please include: all revenue within or outside Canada recorded in your accounts for sales to other businesses and for transfers to other units of your business.

Please exclude: GST/HST, PST and TVQ.

Sales of goods and services produced

	number of pieces	CAN\$
1. Same-day delivery services	1503	1512
2. Next-day / overnight delivery services	1504	1537
3. Other delivery services - two days or more	1508	1542
4. Total delivery services (sum of questions 1 to 3)	1509	1547
5. Assessorial charges (e.g., customs brokerage, third-party billing, call tag services)		1560
6. Sales of all other goods and services produced (e.g., cargo services, pick-up service charges, trace charges)		2000
Please specify major items: 2001 _____ 2002 _____ 2003 _____		
7. Total sales of goods and services produced (sum of questions 4 to 6)		2299

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Other operating revenue

	CAN\$
8. All other operating revenue Exclude interest and dividend income. Please report this amount in this section, at question 10.	2077
Please specify major items: 2071 _____ 2072 _____ 2073 _____	

Revenue totals

	CAN\$
9. Total operating revenue (sum of questions 7 and 8)	2080
10. Investment revenue (e.g., dividend and interest income)	2097
11. Total revenue (sum of questions 9 and 10)	2098

C - Expenses

Please include: all expenses within or outside Canada recorded by this business unit.

Please exclude: GST/HST and TVQ.

Labour remuneration

		CAN\$
1. Salaries and wages paid to employees for whom you issued a T4 - Statement of Remuneration Paid Include vacation pay, bonuses and commissions.	3010	
2. Employer portion of employee benefits paid for all employees for whom you issued a T4 - Statement of Remuneration Paid Include employer contributions to pension, medical/life insurance plans, employment insurance and workers' compensation and contributions to provincial and territorial health and education payroll taxes.	3040	
3. Total labour remuneration (sum of questions 1 and 2)	3041	
4. Payments to employment agencies or personnel suppliers (e.g., pay for temporary workers paid through an agency and charges for personnel search services)	3080	
5. Payments made to independents and owner operators (e.g., local pick-up and delivery)	3088	

Materials, components and supply expenses

		CAN\$
6. Office supply expenses Include: paper and supplies for photocopiers, printers and fax machines, diskettes, writing instruments and other office supplies. Also, if not capitalized, include computers, printers, photocopiers, computer software and office furniture, etc.	3301	
7. Cost of operating, repair and maintenance supplies Include: supplies for the operation, repair and maintenance of your equipment, vehicles and buildings.	3302	
8. All other material, component and supply expenses	3392	
9. Total purchases of materials, components and supplies (sum of questions 6 to 8)	3399	

Purchased energy and utility expenses

		CAN\$
10. Light, heat, water and power expenses	4066	
11. Vehicle and aircraft fuel expenses (e.g., gasoline, diesel fuel, propane, natural gas, aircraft jet fuel)	4069	
12. Telephone and other telecommunication expenses Include: <ul style="list-style-type: none"> - telephone, fax, cellular phone, or pager services for transmission of voice, data or images; - Internet access charges; - purchased cable and satellite transmission of television, radio and music programs. 	4101	

C - Expenses (continued)

Management fees paid to head office

	4555	CAN\$
13. Payments for services provided by your head office		

Purchased service expenses

Services purchased from external business only (inclusive of third parties)

Please exclude purchased services that have been reported at question 13 above.

	4115	CAN\$
14. Rental and leasing (include rental of premises, equipment, motor vehicles, etc.)		
15. Repair and maintenance services (include janitorial services, equipment and motor vehicle repairs and maintenance, etc.)	4178	

Professional and business service fees

	4230	CAN\$
16. Legal, accounting and auditing fees		
17. All other professional and business service fees (e.g., consulting, education and training fees)	4315	

Other purchased service expenses

	4410	CAN\$
18. Property and business taxes, licences and permit expenses Include: <ul style="list-style-type: none"> - property taxes (except those covered in your rental and leasing expenses); - property transfer taxes; - vehicle and aircraft licence fees; - lot levies. 		
19. Goods transportation (air or surface line-haul), warehousing and storage expenses	4070	
20. Postage and courier expenses Include local messenger and delivery expenses.	4085	
21. Financial service fees (e.g., bank charges, credit and debit card commissions) Exclude interest expenses. Please report these amounts in this section, at question 29.	4325	
22. Insurance premiums (e.g., liability, auto, building, equipment)	4350	
23. Advertising and marketing expenses	4365	
24. Travel, meals and entertainment expenses	4370	

C - Expenses (continued)

Other operating expenses

		CAN\$
25. Amortization of tangible and intangible assets	4520	
26. Bad debts, donations and inventory adjustments	4564	
27. All other operating expenses Exclude interest expenses. Please report this amount in this section, at question 29.	4569	
Please specify major items:	4561	
	4562	
	4563	

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Expense totals

		CAN\$
28. Total operating expenses	4599	
29. Other expenses (e.g., interest expenses on capital lease obligations plus all other miscellaneous interest expenses such as interest on loans and the interest portion of mortgage payments)	4630	
30. Total expenses (sum of questions 28 and 29)	4699	

D - Employment

Please report the average **number** of people employed during the reporting period.

Include full-time, part-time and temporary employees and employees absent with pay.

		number
1. Number of employees Exclude independent contractors and owner operators.	6000	
2. Number of independent contractors and owner operators Exclude employment agencies or personnel suppliers.	6001	

E - Fleet and equipment

Number of vehicles in service during the reference period

Include vehicles owned and/or leased by your business unit and/or owner operators hired.

	number
1. Bicycles	9510
2. Automobiles (compacts, sedans and station wagons)	9514
3. Cube/step vans	9518
4. Road tractors	9526
5. Trailers	9534
6. 5 -Ton trucks	9535
7. Warehouse equipment (e.g., forklifts)	9542
8. Other (e.g., aircraft, flat decks) (please specify):	9546
9. Total number of vehicles and equipment (sum of questions 1 to 8)	9550

F - Distribution of delivery revenue by destination of shipments

Please indicate the percentage of revenue from **Total delivery services** (reported in **Section B**, at question 4), earned from shipments **destined** for:

	%
1. Canada	8377
2. United States	8378
3. All other countries (please specify major countries):	8379
8380	
8381	
8382	
Total	100%

G - Distribution of delivery revenue by origin of shipments

Please indicate the percentage of revenue from **Total delivery services** (reported in **Section B**, at question 4), earned from shipments originating in:

Origin in Canada		%	Origin in Canada (continued)		%
1. Newfoundland and Labrador	8300		10. British Columbia	8345	
2. Prince Edward Island	8315		11. Yukon	8355	
3. Nova Scotia	8305		12. Northwest Territories	8351	
4. New Brunswick	8310		13. Nunavut	8352	
5. Quebec	8320		Origin outside Canada		
6. Ontario	8325		14. United States	8365	
7. Manitoba	8330		15. All other countries	8376	
8. Saskatchewan	8335		Total		100%
9. Alberta	8340				

H - Comments

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1. How long did you spend collecting the data and completing this questionnaire? (e.g., 1 hour 30 minutes)

9910 hour(s) 9909 minutes

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

9920 _____

9913 _____

9914 _____

9915 _____

Signature: _____

0015

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

Thank you for your co-operation