



Unified Enterprise Survey – Annual

2006 Survey of Service Industries: Consulting Services

This document is confidential when completed.

Si vous préférez recevoir ce questionnaire en français,
veuillez nous téléphoner 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 S19.*

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

In an effort to reduce reporting burden, Statistics Canada has entered into agreements with provincial and territorial statistical agencies for the sharing of data. The data are kept confidential and used for statistical purposes only. Please see the enclosed Reporting Guide for details of these agreements.

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 the 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.

- 0261 Administrative management consulting and general management consulting services
- 0262 Human resource and executive search consulting services
- 0263 Other management consulting services
- 0264 Environmental consulting services
- 0265 Other scientific and technical consulting 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, 2006 and March 31, 2007. Please indicate below the period covered by this questionnaire.

YYYY	MM	DD	YYYY	MM	DD
0011	0012	0012	0012	0012	0012
From			To		

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

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 only. Dollar amounts and percentages should be rounded to whole numbers.
- Consult the enclosed Reporting Guide for further information.

D - Revenue

1. **Sales of goods and services** (e.g., rental and leasing income, commissions, fees, admissions, services revenue)

Report net of returns and allowances. A detailed breakdown will be requested in **Section F**.

2. Grants, subsidies, donations and fundraising

3. Royalties, rights, licensing and franchise fees

4. Investment income (dividends and interest)

5. Other revenue
(please specify):

2001

2299

2068

2022

2097

2077

6. **Total revenue** (sum of questions 1 to 5)

2098

CAN\$

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 service fees (e.g., legal, accounting)	4315
5.	Outsourcing (include work contracted out such as payments to freelancers, personnel suppliers, artists, etc.)	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 (include gas, heating, hydro, water)	4066
15.	Telephone, Internet and other telecommunication expenses	4101
16.	Property and business taxes, licences and permits	4410
17.	Royalties, rights, licensing and franchise fees	4440
18.	Delivery, warehousing, postage and courier	4179
19.	Financial services fees (e.g., bank and credit card charges)	4325
20.	Interest expenses	4630
21.	Amortization and depreciation of tangible and intangible assets	4520
22.	Charitable donations	4521
23.	Bad debts	4542
24.	All other expenses 4531 (please specify):	4569
25.	Total expenses (sum of questions 1 to 24)	4699
26.	Corporate taxes (if applicable)	4600
27.	Gains (losses) and other items (see Reporting Guide)	4601
28.	Net profit/loss after tax and other items (see Reporting Guide)	2304

F - Industry Characteristics - Consulting Services

Please provide a breakdown of your sales.

Please indicate if you are reporting in **either** Canadian dollars **or** percentage of total sales.

9973 1 \$ OR 2 %

1. General, administrative and strategic management consulting services	2460	
2. Financial management consulting services	2461	
3. Marketing management consulting services	2465	
4. Operations management consulting services	2464	
5. Human resources management consulting services	2462	
6. Executive search services	2463	
7. Other management consulting services	2469	
8. Economic consulting services	2467	
9. Information technology consulting services	2470	
10. Environmental consulting services	2471	
11. Waste management consulting services	2586	
12. Agricultural, fishery and biological consulting services	2587	
13. Energy, mining, geological and geophysical consulting services	2473	
14. Safety and security consulting services	2588	
15. Other scientific and technical consulting services	2472	
16. All other sales (please specify):	2559	2558
17. Total sales (sum of questions 1 to 16)		2305

G - Personnel		Number
1. Number of non-salaried partners and proprietors (if salaried, report only at question 2 below)	6321	
2. a) Number of paid employees (based on year-end T4 payroll summaries)	6339	
	%	
b) Percentage of paid employees who worked full time	6328	
		Number
3. Number of contract workers (for whom you did not issue a T4, such as freelancers and casual workers)	6320	
4. Number of volunteers (including unpaid interns and co-op students) during the reporting period (estimates are acceptable)	6014	
		Number of hours
5. Total number of hours worked by volunteers during the reporting period (estimates are acceptable)	6026	
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 and public institutions (e.g., hospitals, schools)	8233	
2. Clients outside Canada	8140	
Total		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	8401	
Total		100%

J - International Transactions in Services

Complete this section only if you have **purchased** services, royalties and/or rights outside Canada (imports), or **sold** services, royalties and/or rights outside Canada (exports).

Please report in Canadian dollars.

Note: Services cover a variety of industrial, professional, trade and business services, as well as transactions in royalties, rights, licences and franchise fees but **exclude** imports and exports of goods, transportation and travel costs.

		CAN\$			CAN\$			
		Payments made to suppliers outside Canada (imports)			Sales to customers outside Canada (exports)			
		Services		Royalties and rights	Services		Royalties and rights	
1.	United States	0538		0509		0558		0548
2.	Mexico	0539		0510		0559		0549
3.	United Kingdom	0540		0511		0560		0550
4.	France	0541		0512		0561		0551
5.	Other European Union countries ¹	0542		0513		0562		0552
6.	Africa	0601		0597		0609		0605
7.	Middle East countries ²	0602		0598		0610		0606
8.	India	0603		0599		0611		0607
9.	China	0543		0514		0563		0553
10.	Japan	0544		0515		0564		0554
11.	Other Asian Pacific countries ³	0545		0516		0565		0555
12.	Australia/New Zealand	0604		0600		0612		0608
13.	All other countries (please specify):	0546		0517		0566		0556
	0613							
14.	Total	0547		0524		0567		0557

- Other European Union countries** (defined as Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, and Sweden)
- Middle East countries** (Armenia, Azerbaijan, Bahrain, Georgia, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Oman, Palestinian Territory, Qatar, Saudi Arabia, Syrian Arab Republic, United Arab Emirates, Yemen, etc.)
- Other Asian Pacific countries** (Brunei Darussalam, Cambodia, Indonesia, Korea, Lao People's Democratic Republic, Malaysia, Myanmar, Papua New Guinea, Philippines, Singapore, Taiwan, Thailand, Vietnam, etc.)

K - Provincial/Territorial Distribution

Number

5001

1. Please report the number of permanent business units/locations operating in Canada during the reporting period. Business unit is defined as the lowest level of the firm for which separate records are kept for such details as revenue, expenses and employment.

2. Do you have permanent business units/locations in more than **one** province or territory?

⁹⁹⁶⁶

¹ Yes – Please complete question 3

³ No – Please go to Section L

3. Please report the following data for the provinces or territories in which you have business units.

Please indicate if you are reporting in **either** Canadian dollars **or** percentages.

⁹⁹⁶⁷ ¹ \$ **OR** ² %

	Number of business units (locations)	Total revenue	Salaries, wages and employee benefits	Amortization and depreciation of tangible and intangible assets	Total expenses
1. Newfoundland and Labrador	5002	4824	4826	4827	4927
2. Prince Edward Island	5003	4829	4831	4832	4932
3. Nova Scotia	5004	4834	4836	4837	4937
4. New Brunswick	5005	4839	4841	4842	4942
5. Quebec	5006	4844	4846	4847	4947
6. Ontario	5007	4849	4851	4852	4952
7. Manitoba	5008	4854	4856	4857	4957
8. Saskatchewan	5009	4859	4861	4862	4962
9. Alberta	5010	4864	4866	4867	4967
10. British Columbia	5011	4869	4871	4872	4972
11. Yukon	5014	4874	4876	4877	4977
12. Northwest Territories	5013	4879	4881	4882	4982
13. Nunavut	5012	4884	4886	4887	4987
14. Total	5015	4889	4891	4892	4992

L - Contact Information

0015

Date completed

YYYY

MM

DD

--	--	--

Name of person to contact about this questionnaire:

0026 1 Mr. 2 Mrs. 3 Miss 4 Ms

First name

0013

Last name

0054

Title

0014

E-mail address

0018

Website address

0020

Telephone number

0017

()

Extension number

0027

Fax number

0016

()

Hour(s)

Minutes

How long did you spend collecting the data and completing the questionnaire?

9910

9909

M - Comments

We invite your comments below. Please be assured that we review all comments with the intent to improve the survey.

9920

9913

9914

9915

9916

FOR
INFORMATION
ONLY

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

Visit our website at www.statcan.ca