



Report services purchased from third parties for head office unit only. Include all allocated services purchased.



A - Introduction

Survey purpose

The 2008 Annual Head Office Supplement is conducted to improve the accuracy and completeness of statistics on businesses in Canada. For further details, please consult the enclosed reporting guide.

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, please consult the enclosed booklet entitled *Statistics Canada Business Surveys*.

Coverage

Please report for the business unit(s) identified above.

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 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*.

Professional services purchased and commissions paid

CAN\$

1. Please report the sum of amounts paid this reporting period for professional services purchased and commissions paid to non-employees (**include** sub-contracted work from third parties).

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2. Please distribute the amount reported in question 1 above according to the following specializations and services:

CAN\$

a) legal services

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b) accounting services (**include** auditing and assurance)

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c) management consulting services (**include** scientific and technical)

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d) architectural, engineering specialized design and related services (**include** drafting, geophysical, map-making, interior design and testing laboratories)

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e) computer hardware and software design, and related development services, (**include** information technology hosting, network and infrastructure)

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f) business support services (**include** call centres and collection agencies)

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Professional services purchased and commissions paid (continued)

CAN\$

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|---|--|
| g) professional and management training services | |
| h) real estate brokerage and appraisal services | |
| i) investment and securities services (include fees for investment banking to raise funds for company operations) | |
| j) sales commissions paid to non employees (exclude real estate) | |
| k) customs brokering services and wholesale agents, (include expeditors) | |
| l) other professional fees and subcontracts (please specify) | |

Occupancy costs, utilities, communication and other rental and leasing purchased service expenses

CAN\$

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|---|--|
| 1. Please report the sum of amounts paid this reporting period for the occupancy costs of offices and property rental (include amounts only if utilities are part of rent). | |
| 2. Please distribute the amount reported in question 1 above according to the following specializations and services: | |

CAN\$

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|--|--|
| a) property management services (include condo fees) | |
| b) water and sewage | |
| c) electricity | |
| d) natural gas (include distribution charges) | |
| e) liquified natural gas (include propane) | |

CAN\$

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| 3. Please report the sum of amounts paid this reporting period for communication services (exclude capitalized equipment purchases). | |
| 4. Please distribute the amount reported in question 3 above according to the following specializations and services: | |

CAN\$

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|--|--|
| a) wired telephone services (include land lines) | |
| b) wireless telephone services (include cell phones, pagers, PDA's) | |
| c) Internet access services (at work only) | |
| d) information technology hosting, network and infrastructure services (include allocations from parent company) | |
| e) cable, satellite and other program distribution services | |
| f) other (please specify): | |

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Occupancy costs, utilities, communication and other rental and leasing purchased service expenses (continued)

	CAN\$
5. Please report the sum of amounts paid this reporting period for rental and leasing services (include storage and warehousing).	
6. Please distribute the amount reported in question 5 above according to the following specializations and services:	
	CAN\$
a) rental of offices, buildings, land and self storage mini-warehouses (space rental)	
b) rental of motor vehicles for head office employees only	
c) rental and leasing of office equipment (include service and maintenance contracts for fax machines, photocopiers)	

Repair and maintenance services purchased

	CAN\$
1. Please report the sum of amounts paid this reporting period for building repair and maintenance services.	
2. Please distribute the amount reported in question 1 above according to the following specializations and services:	
	CAN\$
a) building repair and maintenance services (include repair expenditures not deemed to be capital repairs and improvements)	
b) building services (include pest control, janitorial, window and carpet cleaning, landscaping services and document shredding)	
c) waste management services (include garbage removal and environmental remediation services)	
d) security services (include patrol, armoured car, security system monitoring and locksmiths)	
e) other (please specify):	
	CAN\$
3. Please report the sum of amounts paid this reporting period for motor vehicle repair, maintenance and related services.	
4. Please distribute the amount reported in question 3 above according to the following specializations and services:	
	CAN\$
a) motor vehicle repair services (include parts and labour)	
b) motor vehicle operational expenditures (include gasoline and diesel, parking, car washes, towing, CAA memberships, and tolls; exclude insurance)	

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Advertising services purchased

		CAN\$
1. Please report the sum of amounts paid this reporting period for advertising services purchased from an advertising agency plus purchased direct advertising expenses (include promotional expenses).		
2. Please distribute the amount reported in question 1 above according to the following specializations and services purchased:		
a) Agency or third party advertising		CAN\$
advertising agency, public relations, media buying and advertising material distribution services (exclude marketing research and public opinion polling)		
b) Direct advertising		CAN\$
1. in newspapers		
2. in magazines and periodicals		
3. in other print media (include directories)		
4. on radio		
5. on television		
6. on the Internet		
7. other direct advertising (include billboards, displays, and direct mail)		
c) Promotional services		CAN\$
1. merchandise and expenses associated with promotional events excluding wages and salaries and purchased services		
2. contract printing (include sales flyers, warranty documents, instructions)		
3. other (please specify):		

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