



**3 REVENUE**

**A. What was this firm's quarterly revenue for the domestic locations (See 1) covered by this report?** .....

06 \$ Bil.	Mil.	Thou.	DoI.

**B. Is the revenue reported in A above a book figure or estimate?** .....

- 07  1 Book figure  
 2 Estimate

**4 REPORT PERIOD**

- 1  Yes – Continue with 5  
 2  No – Provide beginning and ending dates for the most recent quarter.

Beginning date .....

Ending date .....

Most Recent		
Month	Day	Year
08		
09		

**5 SOURCE OF REVENUE**

**What percentage of revenue (reported in 3) is received from each of the following types of customers?**

*Estimates are acceptable if actual data is not available.*

1. Government (local, State, and Federal) .....

2. Business firms and not-for-profit organizations .....

3. Household consumers and individual users .....

10	%
11	%
12	%
<b>100%</b>	

**Total** .....

**6 ACQUISITIONS OR MERGERS**

14 Name of company acquired or merged with

Number and street

13  
1  Yes  
2  No

City, State, and ZIP Code

Date of acquisition  
or merger →

15

Month	Year

EIN →

16

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**7 REMARKS** – Please use this space for comments or to explain any significant difference between your current and prior quarter revenue.**8 CONTACT INFORMATION**

17 Name of person to contact regarding this report

18 Telephone

Area code

Number

Extension

20 E-mail address

19

Fax

Area code

Number

21 Company website

**THANK YOU**  
for completing your **Quarterly Services Survey.**

## INSTRUCTIONS FOR ③

### Taxable Firms

Firms operating on a commission basis should report commissions, fees, and other operating income, not gross billings or sales.

#### **Include –**

- Total value of service contracts.
- Amounts received for work subcontracted to others.
- Market value of compensation in lieu of cash.
- Revenue from services performed by domestic locations for foreign parent firms, subsidiaries, branches, etc.
- Dues and assessments from members and affiliates.

#### **Exclude –**

- Taxes (sales, amusement, occupancy, use, or other) collected directly from customers or clients and paid directly to a local, State, or Federal tax agency.
- Revenue from a domestic parent organization, or from franchise locations owned by others and any franchise or license fees.
- Rents from and revenue of separately operated departments, concessions, etc., which are leased to others.
- Revenue from customers for carrying or other credit charges.
- Commissions from vending machine operators.
- Revenue of foreign subsidiaries (those located outside the U.S., i.e., outside the 50 states, District of Columbia, U.S. Commonwealth Territories, or U.S. Possessions).
- Nonoperating revenue such as income from investments, sales of company-owned real estate (land and building), or other assets, (except inventory held for resale), securities, gifts, loans, contributions, royalties, or grants.
- Revenue from the sale of used equipment.
- Installment payments from leasing under capital, finance, or full-payout leases.
- Intracompany transfers.
- Interest income.

### Tax-Exempt Firms

Firms operating on a commission basis should report commissions, fees, and other operating income, not gross billings or sales.

#### **Include –**

- Program service revenue for services provided in the quarter, whether or not payment was received in that quarter.
- Gross sales of merchandise, minus returns and allowances.
- Income from interest, dividends, gross rents (including display space rentals and share of receipts from departments operated by other companies), royalties, and other investments.
- Net gains (or losses) from the sale of real estate (land and buildings), investments, or other assets (except inventory held for resale).
- Gross contributions, gifts, and grants (whether or not restricted for use in operations).
- Dues and assessments from members and affiliates.
- Commissions earned from the sale of merchandise owned by others (including commissions from vending machine operators).
- Gross receipts from fundraising activities.

#### **Exclude –**

- Sales and other taxes collected directly from customers or clients and paid directly to a local, State, or Federal tax agency.
- Gross receipts of departments or concessions operated by other companies.
- Amounts transferred to operating funds from capital or reserve funds.

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