

2009 Annual Services Report Service Annual Survey

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU



FORM

SA-54133

REPORT DUE

Any questions call **1-800-772-7851**
M-F, 8:30 a.m. to 5:00 p.m. EST.
or

Visit our web site:
www.census.gov/econhelp/sas

Please correct any error in the name, address, or ZIP Code.

Internet Reporting

To complete this report online go to: www.census.gov/econhelp/sas
Click on "Census Taker" and use your username and password to login.

Username:

Password:

YOUR RESPONSE IS REQUIRED BY LAW

Title 13, U.S. Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau.

YOUR RESPONSE IS CONFIDENTIAL BY LAW

Title 13, U.S. Code, requires that your response may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. The law also provides that copies retained in your files are **immune from legal process.**

YOUR RESPONSE IS IMPORTANT

The services industries account for nearly 70 percent of all economic activity. We conduct this survey to obtain timely, comprehensive and consistent measures needed by policy-makers, businesses, and the public to accurately assess domestic economic performance.

Annual Services Report

- This report should be completed and returned on or before the due date in the preaddressed envelope provided.
- If filing within the required time frame will cause an undue burden and you would like an extension, or if you have any questions, please write to:

U.S. CENSUS BUREAU
1201 East 10th Street
Jeffersonville, IN 47132-0001

or call a Census Bureau Representative at 1-800-772-7851, weekdays from 8:30 a.m. to 5:00 p.m., Eastern Standard Time.

1 Report Coverage

Does the above coverage describe this firm's business activity?

- 0001 Yes – Go to **2**
- 0002 No – Specify the firm's business activity and complete the report where applicable beginning with **2**.
- 0002 _____

2 Report Periods

What periods of time will this data represent?

- Report data for the 2009 calendar year if possible.
- For locations that were sold or acquired during the year, only report for the periods that this firm operated the locations.

- 0006 2009 calendar year – Go to **3**
- 0006 Other than calendar year – Enter the periods this report will cover.
(e.g., fiscal years, periods with less than a full calendar year).

2009		
Month	Day	Year
0007		
From		
0008		
To		

3 Operating Revenue

Report the total operating revenue for this firm's locations defined in 1 for the following categories.

- Enter "0" where applicable.
- Estimates are acceptable.

Exclude:

- Transfers made within the company.

Engineering Services

		2009 Operating Revenue			
		Bil.	Mil.	Thou.	Dol.
1. Residential engineering projects – Engineering services related to new and existing homes, town homes, apartments, etc., and mixed-use buildings that are predominately used for residential housing. Include residential renovation projects.	3111	\$			
		Mark "X" if None			
2. Commercial, public, and institutional engineering projects – Engineering services related to new and existing commercial, public, and institutional buildings, including mixed-use buildings that are predominantly used for commercial, public, or institutional purposes, such as office buildings, shopping centers, hotels, restaurants, warehouses, bus and truck terminals, hospitals, schools, churches, prisons, stadiums, libraries, and museums. Include commercial, public, and institutional building renovation projects.	3112	\$			
		Mark "X" if None			
3. Industrial and manufacturing engineering projects – Engineering services related to industrial and manufacturing plants and processes such as mining and metallurgical facilities, petroleum and petrochemical plants, (e.g., oil and gas platforms, refineries, pipelines), microelectrical facilities, textile and clothing facilities, iron and steel plants, and pharmaceutical facilities.	3113	\$			
		Mark "X" if None			
4. Transportation infrastructure engineering projects – Engineering services related to highways, roads, streets, bridges, tunnels, railways, subways, airport, harbors, canals and locks, and other transportation infrastructure.	3114	\$			
		Mark "X" if None			
5. Municipal utility engineering projects – Engineering services related to municipal utilities, such as water collection, distribution, treatment, and disposal projects, municipal waste collection and disposal projects; and natural gas and steam distribution systems.	3115	\$			
		Mark "X" if None			
6. Power generation and distribution engineering projects – Engineering services related to power generating units, power transmission and distribution lines, and related infrastructure.	3116	\$			
		Mark "X" if None			
7. Telecommunications and broadcasting engineering projects – Engineering services related to systems for the transmission or distribution of voice, data, and programming, such as wireless networks, telephone systems, cable television systems, and systems for the transmissions of television and radio broadcasting signals.	3117	\$			
		Mark "X" if None			
8. Hazardous waste and industrial waste engineering projects – Engineering services related to systems for the collection, treatment, and disposal of hazardous waste and industrial waste; and systems for the control of pollution.	3118	\$			
		Mark "X" if None			
9. Other engineering projects – All other engineering projects related to systems, processes, facilities, or products.	3119	\$			
		Mark "X" if None			

3 Operating Revenue – (Continued)

Report the total operating revenue for this firm's locations defined in 1 for the following categories.

- Enter "0" where applicable.
- Estimates are acceptable.

Exclude:

- Transfers made within the company.

Other Services (performed independent of the engineering projects)

		2009 Operating Revenue					
		Bil.	Mil.	Thou.	Dol.		
10. Engineering advisory services – The provision of advice, studies, and reports on engineering matters except when the advice relates to a specific project. Include services such as policy analysis, regulatory studies, audits, forensic investigations, and expert witness services	3120	<input type="checkbox"/>	\$				
		<i>Mark "X" if None</i>					
11. Construction services – Construction activities. Include construction management services (planning, direct supervising, and coordinating construction site workers), design/build projects (integrated engineering and construction services for a project), and construction projects (engineering firm solely responsible for construction)	3121	<input type="checkbox"/>	\$				
		<i>Mark "X" if None</i>					
12. Drafting services – Drawing detailed layouts, plans, and illustrations of building, structures, systems, or components from engineering and architectural specifications	3122	<input type="checkbox"/>	\$				
		<i>Mark "X" if None</i>					
13. Surveying and mapping services – Providing surveying and mapping services of areas above or below the surface of the earth, such as the creating of view easements or segregating rights in parcels of land by creating underground utility easements. Include geophysical surveying and mapping services	3123	<input type="checkbox"/>	\$				
		<i>Mark "X" if None</i>					

All Other Operating Revenue

14. **All other operating revenue** – Revenue not reported in lines 1–13. **Include** project management services, facility management services, architectural services, urban planning services, building inspection services, testing laboratory services, industrial design services, research and development services, custom software development services, sale or licensing of merchandise, and rental or leasing of equipment. **If this item is greater than 20% of the total operating revenue, specify the primary source of the revenue here** ↗

1560	<input type="text"/>	1799	<input type="checkbox"/>	\$			
		<i>Mark "X" if None</i>					
15. TOTAL OPERATING REVENUE – Sum of lines 1–14.	1800		\$				

4 Not Applicable

5 Operating Expenses

Report operating expenses for this firm's locations as defined in 1 for the following categories.

- Enter "0" where applicable.
- Estimates are acceptable.

Exclude:

- Transfers made within the company
- Capitalized expenses
- Interest
- Bad debt
- Impairment
- Income tax

Personnel Costs

2009 Operating Expenses				
	Bil.	Mil.	Thou.	Dol.
1821				

Mark "X" if None

1. **Gross annual payroll** – Total annual Medicare salaries and wages for all employees as reported on your firm's IRS Form 941, Employer's Quarterly Federal Tax Return, line 5(c) for the four quarters that correspond to the survey period or IRS Form 944 Employer's Annual Federal Tax Return line 4(c).

1822				
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Mark "X" if None

2. **Employer's cost for fringe benefits** – Employer's cost for legally required programs and programs not required by law. **Include** insurance premiums for hospital plans, medical plans, and single service plans (e.g., dental, vision, prescription drugs); premium equivalents for self-insured plans and fees paid to third-party administrators (TPAs); defined benefit pension plans; defined contribution plans (e.g., profit sharing, 401K and stock option plans); and other fringe benefits (e.g., Social Security, workers' compensation insurance, unemployment tax, state disability insurance programs, life insurance benefits, Medicare). **Exclude** employee contributions.

1823				
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Mark "X" if None

3. **Temporary staff and leased employee expense** – Total costs paid to Professional Employer Organizations (PEOs) and staffing agencies for personnel. **Include** all charges for payroll, benefits, and services.

Expensed Materials, Parts and Supplies (not for resale)

1824				
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Mark "X" if None

4. **Expensed equipment** – Expensed computer hardware and other equipment (e.g., copiers, fax machines, telephones, shop and lab equipment, CPUs and monitors). Report packaged software in line 6. Report leased and rented equipment in line 8.

1825				
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Mark "X" if None

5. **Expensed purchases of other materials, parts, and supplies** – Materials and supplies used in providing services to others; materials and parts used in repairs; office and janitorial supplies; small tools; containers and other packaging materials; and motor fuels.

Expensed Purchased Services

1826				
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Mark "X" if None

6. **Expensed purchases of software** – Purchases of prepackaged, custom coded, or vendor customized software. **Include** software developed or customized by others, web-design services and purchases, licensing agreements, upgrades of software, and maintenance fees related to software upgrades and alterations.

1827				
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Mark "X" if None

7. **Purchased electricity and fuels (except motor fuels)** – If the cost of electricity and heating fuels (e.g., natural gas, propane, oil, coal) are included in lease or rental payments, report in line 8.

1828				
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Mark "X" if None

8. **Lease and rental payments** – For land, buildings, offices, structures, machinery, equipment, and other tangible items. **Include** lease and rental of transportation equipment without operators; and penalties incurred for broken leases. **Exclude** capital and financing lease agreements and licensing/leasing of software.

5 Operating Expenses – (Continued)

Report operating expenses for this firm's locations as defined in 1 for the following categories.

- Enter "0" where applicable.
- Estimates are acceptable.

Exclude:

- Transfers made within the company
- Capitalized expenses
- Interest
- Bad debt
- Impairment
- Income tax

Expensed Purchased Services – (Continued)

9. **Purchased repair and maintenance** – Include expensed repair and maintenance to buildings and integral building components (e.g., elevators, heating and cooling systems), structures, offices, machinery, vehicles, equipment, and computer hardware. **Exclude** materials, parts, and supplies used for repair and maintenance performed by this firm's employees. Report janitorial and grounds maintenance services in line 13. 1829

2009 Operating Expenses			
Bil.	Mil.	Thou.	Dol.
\$			

Mark "X" if None

Mark "X" if None

10. **Purchased advertising and promotional services** – Include marketing and public relations services. 1830

\$			
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Other Operating Expenses

11. **Depreciation and amortization charges** – Include depreciation charges taken against tangible assets owned and used by your firm, tangible assets and improvements owned by your firm within leaseholds, tangible assets obtained through capital lease agreements, and amortization charges against intangible assets (e.g., patents, copyrights). **Exclude** impairment. 1831

Mark "X" if None

\$			
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12. **Governmental taxes and license fees** – Payments to government agencies for taxes and licenses. **Include** business and property taxes. **Exclude** income taxes, and sales and excise taxes collected from customers. 1832

Mark "X" if None

\$			
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13. **All other operating expenses** – All other operating expenses not reported above, unless specifically excluded in the general instructions at the top of the page. **Include** office postage and package delivery. **Exclude** purchases of merchandise for resale and non-operating expenses. 1899

Mark "X" if None

\$			
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14. **TOTAL OPERATING EXPENSES** – Sum of lines 1–13. 1900

\$			
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6 Not Applicable

7 Not Applicable

8 E-Commerce Revenue

E-commerce includes sales, receipts, and contributions from any transaction completed over an Internet, extranet, EDI network, electronic mail or other online system. Transactions are agreements between buyers and sellers to transfer ownership of, or rights to use, goods or services. Payment for these goods and services may or may not be made online.

Did the revenue reported in **3** include any e-commerce revenue?

2009 E-Commerce Revenue
Bil. Mil. Thou. Dol.

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- 0011 1 Yes – What was this firm’s e-commerce revenue?2000 \$
2 No – Go to **9**

9 Export Revenue

An exported service is a service performed for a customer or client (individual, government, business establishment, etc.) located outside the United States (i.e., outside the 50 States, District of Columbia, U.S. Commonwealth Territories, or U.S. possessions).

Include:

- Services performed for unaffiliated and affiliated foreign firms (i.e., foreign parent firms, subsidiaries, branches, etc.).

Exclude:

- Services provided to domestic subsidiaries of foreign firms.

Did the revenue reported in **3** include any revenue from exports?

2009 Export Revenue
Bil. Mil. Thou. Dol.

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- 0009 1 Yes – What was this firm’s revenue from exports?2100 \$
2 No – Go to **11**

10 Not Applicable

