

# 2009 Annual Services Report Service Annual Survey

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



FORM

SA-5417TE

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](http://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](http://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 Revenue

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

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

**Include:**

- Revenue from services provided in fulfillment of legal contracts.

**Exclude:**

- Transfers made within the company.

#### Basic and Applied Research in Natural and Exact Sciences, except Biological Sciences

Report revenue for services under terms of contributions, gifts and grants in line 11 only.

1. **Basic and applied research in biotechnology** – Report revenue for basic and applied research services focused on genetic engineering and other biotechnology. **Include** biotechnology fields such as industrial biotechnology; diagnostic applications; genetic engineering and enzyme technology; genetic technologies; transformation, site-directed autogenesis; process biotechnology; transgenesis; and biotechnology not elsewhere classified. . . . .

2009 Revenue				
	Bil.	Mil.	Thou.	Dol.
3201 <input type="checkbox"/>	\$			

2. **Basic and applied research in other natural and exact sciences, except biological sciences** – Report revenue for all other basic and applied research services in the natural and exact sciences. . . . .

3202 <input type="checkbox"/>	\$			
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#### Basic and Applied Research in Engineering and Technology

Report revenue for services under terms of contributions, gifts and grants in line 11 only.

3. **Basic and applied research in engineering and technology** – Report revenue for basic and applied research services focused on the application of various combinations of mathematical and scientific principles to goods, services, and processes. **Include** engineering fields such as aerospace, aeronautical and astronautical; agricultural and forestry; architectural; biomedical; chemical; civil; computer; electrical, electronics, and communications; environmental; forest; geometric; manufacturing; materials; mechanical; metallurgical; mining, mineral and petroleum; etc. **Exclude** biotechnology. . . . .

3203 <input type="checkbox"/>	\$			
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#### Basic and Applied Research in the Biological and Biomedical Sciences

Report revenue for services under terms of contributions, gifts and grants in line 11 only.

4. **Basic and applied research in medical and health sciences** – Report revenue for basic and applied research services focused on fields such as clinical sciences, immunology, neurosciences, pharmacology, public health, etc. **Exclude** biotechnology. . . . .

3204 <input type="checkbox"/>	\$			
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5. **Basic and applied research in other biological sciences** – Report revenue for all other basic and applied research services in the biological sciences. **Include** research in the biological, agricultural, veterinary, and environmental sciences. **Exclude** biotechnology. . . . .

3205 <input type="checkbox"/>	\$			
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#### Basic and Applied Research in the Social Sciences and Humanities

Report revenue for services under terms of contributions, gifts and grants in line 11 only.

6. **Basic and applied research in the social sciences and humanities** – Report revenue for all other basic and applied research services focused on other social sciences and humanities. **Include** research fields such as psychology; anthropology and archaeology; economics; linguistics; political science; sociology; the arts; history; philosophy and religion; language and literature; education; management and commerce; law and justice; communication, journalism, and media; library science and curatorial studies; and others. . . . .

3206 <input type="checkbox"/>	\$			
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#### Production Services for Development

Report revenue for services under terms of contributions, gifts and grants in line 11 only.

7. **Production Services for Development** – Report revenue for the provision of development services that may result in the creation of intellectual property. **Include** services provided in fulfillment of legal contracts as well as contracts for the creation of original works that can be implicitly or explicitly protected by copyright and industrial property laws. The contract specifies the disposition of any intellectual property arising from the work performed under contract. Development services are defined as systematic work, drawing on research findings or other scientific knowledge or practical experience, for the purpose of creating new or significantly improved goods, services, systems, methods, or processes. . . . .

3207 <input type="checkbox"/>	\$			
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### 3 Revenue – (Continued)

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

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

**Include:**

- Revenue from services provided in fulfillment of legal contracts.

**Exclude:**

- Transfers made within the company.

#### Other Operating Revenue

**8. Licensing of right to use intellectual property** – Granting permission, on a fee, royalty, or other basis, to another economic entity to use intellectual property, owned or controlled by the lessor, for the lessee's economic benefit. **Include** licensing of intellectual property implicitly or explicitly protected by copyrights, patents, trade secrets, and trademarks, licensing of rights to use to distribute intellectual property as well as options agreements that grant a prospective buyer or licensee the right to inspect intellectual property and assess its market potential before engaging to buy or license it, both the temporary licensing of rights and permanent sale of new original works sold with only partial commercial-use rights. **Exclude** outright sale of new original works and all associated intellectual property rights . . . . .

	2009 Revenue			
	Bil.	Mil.	Thou.	Dol.
3208 <input type="checkbox"/> <i>Mark "X" if None</i>	\$			

**9. Original works of intellectual property** – New original intellectual property works produced without contract for sale. Sale of such works requires relinquishing all attendant intellectual property rights to the purchaser permanently or as long as allowed by law. **Include** new original works for sale that are implicitly or explicitly protected by copyrights, patents, trade secrets, and trademarks. **Exclude** works produced for own account or under contract for others, products (computers, cars, phones, books, films, software, etc.) derived from the original protected entities and sold with conventional end-use licenses and new original works sold with only partial commercial-use rights . . . . .

	Bil.	Mil.	Thou.	Dol.
3209 <input type="checkbox"/> <i>Mark "X" if None</i>	\$			

**10. All other operating revenue** – Operating revenue not reported in lines 1–9. **Include** sale or licensing of merchandise and rental or leasing of equipment. **If this item is greater than 20% of total operating revenue, specify the primary source of the revenue here** ↗

	Bil.	Mil.	Thou.	Dol.
1560 <input type="checkbox"/> <i>Mark "X" if None</i>	\$			

#### Tax Status

Is this establishment operated on a **not-for-profit** basis?

- 0031 1  Yes – Complete lines 11–14. Line 14 is sum of lines 1–13.  
 2  No – Go to line 14. Line 14 is sum of lines 1–10.

	Bil.	Mil.	Thou.	Dol.
11. Contributions, gifts, and grants received. . . . . 1741 <input type="checkbox"/> <i>Mark "X" if None</i>	\$			

	Bil.	Mil.	Thou.	Dol.
12. Investment and property income – Include interest and dividends. Exclude gains (losses) from assets sold. . . . . 1742 <input type="checkbox"/> <i>Mark "X" if None</i>	\$			

	Bil.	Mil.	Thou.	Dol.
13. All other non-operating revenue. . . . . 1809 <input type="checkbox"/> <i>Mark "X" if None</i>	\$			

	Bil.	Mil.	Thou.	Dol.
14. TOTAL REVENUE. . . . . 1800 <input type="checkbox"/> <i>Mark "X" if None</i>	\$			

### 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

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). . . . . 1821

2009 Operating Expenses				
	Bil.	Mil.	Thou.	Dol.
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. . . . . 1822

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. . . . . 1823

Mark "X" if None				
\$				

### Expensed Materials, Parts and Supplies (not for resale)

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. . . . . 1824

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. . . . . 1825

Mark "X" if None				
\$				

### Expensed Purchased Services

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. . . . . 1826

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. . . . . 1827

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. . . . . 1828

Mark "X" if None				
\$				

## 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. . . . .

2009 Operating Expenses				
	Bil.	Mil.	Thou.	Dol.
1829	\$			

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

2009 Operating Expenses				
	Bil.	Mil.	Thou.	Dol.
1830	\$			

### 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. . . . .

2009 Operating Expenses				
	Bil.	Mil.	Thou.	Dol.
1831	\$			

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. . . . .

2009 Operating Expenses				
	Bil.	Mil.	Thou.	Dol.
1832	\$			

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 paid and package delivery. **Exclude** purchases of merchandise for resale and nonoperating expenses. . . . .

2009 Operating Expenses				
	Bil.	Mil.	Thou.	Dol.
1899	\$			

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

1900	\$			
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## 6 Interest Expenses

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

- Enter "0" where applicable.
- Estimates are acceptable.
- Do not combine data of two or more lines.

**Exclude:**

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

	2009 Interest Expense			
	Bil.	Mil.	Thou.	Dol.
1. Interest expense – Interest expenses incurred in the financing of operations and long lived assets used in continuing operations. . . . . 1856 <input type="checkbox"/>	\$			

Mark "X"  
if None

1. Interest expense – Interest expenses incurred in the financing of operations and long lived assets used in continuing operations. . . . . 1856

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

**10** Not Applicable



