

2010 Business and Professional Classification Report survey (SQ-Class(00))

Main menu: ¹

¹This main menu screen is currently just a shell and there will be a “start” button under “Action” and additional information will be added under each column header.

The screenshot shows the main menu for the 2010 Business and Professional Classification Report survey. At the top left is the U.S. Department of Commerce Bureau of the Census logo. The title "Business and Professional Classification Report" is centered. To the right are three images: a green ribbon, cardboard boxes, and oranges. Below the title is a navigation bar with links: "Main Menu", "Change Password", "About Survey", "Contact Us", and "Logout". A help telephone number is provided: "Help Telephone: 1-800-253-1882 (8:30am-5:00pm EST/M-F)". The main content area is titled "Main Menu" and contains a "Survey Tasks" section with a table. The table has four columns: "Action", "Status", "Company Name & Address", and "View/Print Form as PDF". The "Action" column contains a button. Below the table is a note about PDF files and Adobe Reader. At the bottom, there are links for "Burden Statement", "Accessibility", "Privacy", and "Security".

**U.S. DEPARTMENT OF COMMERCE
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Business and Professional Classification Report

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Help Telephone: 1-800-253-1882
(8:30am-5:00pm EST/M-F)

Main Menu

Survey Tasks

Action	Status	Company Name & Address	View/Print Form as PDF
<input type="button" value="Start"/>			

The letters PDF or the icon indicate a document is in the [Portable Document Format \(PDF\)](#). To view the file you will need the [Adobe® Reader](#), which is available for **free** from the Adobe web site.

Form: SQ-CLASS(00)
OMB No.: 0907-0189
Approval Expires: CHANGE ME

[Burden Statement](#) [Accessibility](#) [Privacy](#) [Security](#)

Example question screen:



Business and Professional Classification Report



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Help Telephone: 1-800-253-1882
(8:30am-5:00pm EST/M-F)

Firm's Primary Business

Which of the following best describes this firm's primary business?

- Retail Trade
- Wholesale Distributor (i.e., distributor, jobber, importer, exporter)
- Manufacturer's sales branch or sales office (selling goods manufactured, refined, or mined in the United States by this firm, this firm's parent company, or subsidiary)
- Agent, broker, or electronic market (buying and selling on a commission basis)
- Transportation and Warehousing Services
- Real Estate and Rental and Leasing Services
- Professional, Scientific, and Technical Services
- Arts, Entertainment, and Recreation Services
- Administrative and Support and Waste Management and Remediation Services
- Accommodation and Food Services
- Finance and Insurance Services
- Information and Data Processing Services
- Health Care and Social Assistance Services
- Other Services
- Manufacturing
- Other Area of Business (such as Agriculture, Fishing, Mining, Construction, Forestry, etc) — **Specify**

Firm's Type of Business

What is this firm's type of business?


Be specific. For example:
Enter "fast food restaurant" rather than "restaurant."
Enter "custom computer programming" rather than "computer services."
For computer stores, specify one or more of the following: end use, for resale, custom assembly, used, value added reseller.

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Example question screen:



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Help Telephone: 1-800-253-1882
(8:30am-5:00pm EST/M-F)

Monthly Sales/Receipts

What are this firm's principal lines of merchandise sold, services provided, or products manufactured, and on average, what percent of total monthly sales/receipts are from each of these lines?

For example, restaurants that sell only food and alcoholic beverages should report in the following manner -
Food69%
Alcoholic beverages consumed on the premises.....31%

Principal product and service line	Percentage of total sales/receipts
<input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/> %

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Example question screen: ²

²The month column is only in draft form, and we months will be pre-printed on the form when usability testing is conducted. In addition we expect the language from the paper form (i.e., "See additional instruction on attached instruction sheet") to be changed to refer to the electronic instrument.

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E-Commerce Sales

Does this firm have e-commerce sales or receipts?

E-commerce includes sales and receipts from any transaction completed over an Internet, extranet, EDI network, electronic mail, or other online system. Payment for these goods and services may or may not be made online.

Yes — On average, what percent of total monthly sales/receipts are e-commerce sales? %

No

Operating Revenue

What was this firm's total operating revenue for the months specified?

See additional instructions on attached instruction sheet

- Estimates are acceptable.
- **Include** sales from e-commerce.


Months	Dollars
<input type="text"/>	\$ <input type="text"/> .00
<input type="text"/>	\$ <input type="text"/> .00

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Owned or Controlled by

Is this firm owned or controlled by another company?

Yes — Enter the name, mailing address, and EIN of the owning or controlling company.

Company Name:

Mailing Address:

City:

State:

Zip Code:

Employer Identification Number (EIN): -


No

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Example question screen:



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Help Telephone: 1-800-253-1882
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Ownership or Control

Does this firm own or control any other company that operates under a different EIN?

Yes — Enter the name, mailing address, and EIN of the owned or controlled company.

Company Name:

Mailing Address:

City:

State:

Zip Code:

Employer Identification Number (EIN): -

No

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Example question screen:³

³EIN number will be inserted at location listed.

The screenshot shows a web survey interface. At the top left is the U.S. Department of Commerce, Bureau of the Census logo. The main title is "Business and Professional Classification Report". Below the title is a navigation bar with links: "Main Menu", "Change Password", "About Survey", "Contact Us", and "Logout". On the right side, there is a "Help Telephone: 1-800-253-1882 (8:30am-5:00pm EST/M-F)" and a small image of boxes and oranges. The main content area is titled "How Many Locations" and contains the question: "How many locations report payroll under the EIN: INSERT EIN HERE?". Below the question are two radio button options: "One location" and "More than one location". At the bottom of the question area are "Next" and "Previous" buttons. The footer contains the text: "Form: SQ-CLASS(00)", "OMB No.: 0907-0189", and "Approval Expires: CHANGE ME". At the very bottom are links for "Burden Statement", "Accessibility", "Privacy", and "Security".

Example question screen:⁴

⁴We expect the language from the paper form (i.e., "Is the physical location the same as the mailing address printed on the front of this form?") to be changed to refer to the electronic instrument.

The screenshot shows a web form titled "Business and Professional Classification Report" from the U.S. Department of Commerce, Bureau of the Census. The page has a blue header with the department's logo and navigation links: "Main Menu", "Change Password", "About Survey", "Contact Us", and "Logout". A help telephone number is provided: "Help Telephone: 1-800-253-1882 (8:30am-5:00pm EST/M-F)".

The main content area is titled "Physical location/Mailing Address" and contains the following text and form fields:

Is the physical location the same as the mailing address printed on the front of this form?

Yes

No — Enter the name, street address, city, state and ZIP code

Company Name:

Street Address:

City:

State:


Zip Code:

Navigation buttons: [Next](#) [Previous](#)


Footer information: Form: SQ-CLASS(00), OMB No.: 0607-0189, Approval Expires: CHANGE ME

Footer links: [Burden Statement](#), [Accessibility](#), [Privacy](#), [Security](#)

Example question screen:



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Help Telephone: 1-800-253-1882
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Number of Locations

What is the number of locations?

Location Detail

Provide the following information for each of these locations.

Store Number	Name and physical location	Description of business activities at this location
<input type="text"/>	Company Name: <input type="text"/> Street Address: <input type="text"/> City: <input type="text"/> State: <input type="text" value="--- Select State ---"/> Zip Code: <input type="text"/>	<input type="text"/>
<input type="text"/>	Company Name: <input type="text"/> Street Address: <input type="text"/> City: <input type="text"/> State: <input type="text" value="--- Select State ---"/> Zip Code: <input type="text"/>	<input type="text"/>
<input type="text"/>	Company Name: <input type="text"/> Street Address: <input type="text"/> City: <input type="text"/> State: <input type="text" value="--- Select State ---"/> Zip Code: <input type="text"/>	<input type="text"/>

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Example question screen: ⁵

⁵This questions should read: "What were this firm's inventories at the end of the latest month printed in or Question 5 or the latest period available?" and will be fixed.

The screenshot shows a web interface for the "Business and Professional Classification Report" from the U.S. Department of Commerce, Bureau of the Census. The page is titled "FOR WHOLESALE FIRMS ONLY" and features a section for "Inventories". The main question asks: "What were this firm's inventories at the end of the latest month printed in or the latest period available?". Below the question, it instructs users to "Specify date of inventory" and provides a list of instructions: "Estimates are acceptable", "Include goods owned regardless of where held", and "Exclude goods not for sale (such as fixtures, equipment, and supplies) and goods owned by others and held on consignment". A form is provided for input, with columns for "Dollars" and "Date of Inventory". The "Dollars" column has a text input field followed by ".00". The "Date of Inventory" column has a "Month" dropdown menu and a "Year" text input field. Navigation buttons for "Next" and "Previous" are located below the form. At the bottom of the page, there are links for "Burden Statement", "Accessibility", "Privacy", and "Security".

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FOR WHOLESALE FIRMS ONLY

Inventories

What were this firm's inventories at the end of the latest month printed in or the latest period available?

Specify date of inventory

- Estimates are acceptable.
- **Include** goods owned regardless of where held.
- **Exclude** goods not for sale (such as fixtures, equipment, and supplies) and goods owned by others and held on consignment.

Dollars	Date of Inventory
\$ <input type="text"/> .00	Month <input type="text"/> Year <input type="text"/>

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Example question screen:



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Help Telephone: 1-800-253-1882
(8:30am-5:00pm EST/M-F)

FOR BOTH WHOLESALE AND RETAIL FIRMS

Method of Selling

What is this firm's primary method of selling?

- Store or display showroom (selling from a fixed or permanent location with physical displays of priced merchandise and/or from a counter)
- Warehouse or office (including telephone/fax/Internet orders or direct business-to-business selling by a sales representative)
- Mail-order
- E-commerce
- Home shopping via television
- Direct selling to the general public (selling in a face-to-face manner away from a fixed location, such as house-to-house, party plan, or temporary kiosk sales)
- Vending machines
- Other Area of Business (such as Agriculture, Fishing, Mining, Construction, Forestry, etc) — **Specify**

Household Consumers and Individual Users

As a general business practice, does this firm sell to household consumers and individual users?

Yes — On average, what percent of total monthly sales are to household consumers and individual users? %

No

Retailers/Wholesalers for Resale

Does this firm sell to retailers/wholesalers for resale?

Yes — On average, what percent of total monthly sales were for resale? %

No

Nonconsumer Durable Goods

Does this firm primarily sell nonconsumer durable goods (such as: industrial machinery, farm equipment, construction machinery, heavy trucks, and tractors)?

Yes

No

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Example question screen:

The screenshot shows a web form titled "Business and Professional Classification Report" from the U.S. Department of Commerce, Bureau of the Census. The page features a navigation menu with "Main Menu", "Change Password", "About Survey", "Contact Us", and "Logout". A help telephone number is provided: 1-800-253-1882 (8:30am-5:00pm EST/M-F). The main content area is titled "Remarks" and asks, "Are there any remarks that help clarify your responses?". Below the question is a large text input field. At the bottom of the form are "Next" and "Previous" buttons. The footer contains the text: "Form: SQ-CLASS(00)", "OMB No.: 0907-0189", "Approval Expires: CHANGE ME", and four links: "Burden Statement", "Accessibility", "Privacy", and "Security".

Example question screen:

The screenshot shows a web form titled "Business and Professional Classification Report" from the U.S. Department of Commerce, Bureau of the Census. The page features a navigation menu with "Main Menu", "Change Password", "About Survey", "Contact Us", and "Logout". A help telephone number is provided: 1-800-253-1882 (8:30am-5:00pm EST/M-F). The main content area is titled "Contact Person" and asks, "Whom should we contact if we have questions regarding this report?". Below the question are several input fields: "Name:", "Title:", "Telephone:" (with three separate boxes for area, exchange, and number), "Extension:", "Fax Number:" (with three separate boxes for area, exchange, and number), and "E-Mail Address:". At the bottom of the form are "Next" and "Previous" buttons. The footer contains the text: "Form: SQ-CLASS(00)", "OMB No.: 0907-0189", "Approval Expires: CHANGE ME", and four links: "Burden Statement", "Accessibility", "Privacy", and "Security".

Review screen:⁶

⁶All individual pages will be listed on this page and pages with errors will be indicated.

The screenshot shows the 'Business and Professional Classification Report' review screen. At the top left is the U.S. Department of Commerce Bureau of the Census logo. The main title is 'Business and Professional Classification Report'. Below the title is a navigation bar with links: 'Main Menu', 'Change Password', 'About Survey', 'Contact Us', and 'Logout'. On the right side, there is a help telephone number: 'Help Telephone: 1-800-253-1882 (8:30am-5:00pm EST/M-F)'. The main content area has a dark header 'Review Your Responses' and a text box stating: 'The following pages have the indicated number of errors. You may click on a page name to return to that page and correct any issues, or [continue on to the confirmation screen.](#)' Below this is a 'Submit Data' button. At the bottom left, there is form information: 'Form: SQ-CLASS(00)', 'OMB No.: 0607-0189', and 'Approval Expires: CHANGE ME'. The footer contains links for 'Burden Statement', 'Accessibility', 'Privacy', and 'Security'.

Submission confirmation screen:⁷

⁷The submission confirmation screen will look similar to the submission confirmation screen for the Annual Wholesale Trade Report. The company information and contact person will be completed.

The screenshot shows the 'Annual Wholesale Trade Report 2009' submission confirmation screen. At the top left is the U.S. Department of Commerce Bureau of the Census logo. The main title is 'Annual Wholesale Trade Report 2009'. Below the title is a navigation bar with links: 'Main Menu', 'Change Password', 'About Survey', 'Contact Us', and 'Logout'. On the right side, there is a help telephone number: 'Help Telephone: 1-800-327-4389 (option 3) (8:30am-4:30pm EST/M-F)'. The main content area has a dark header 'Submission Confirmation' and a text box stating: 'Thank you for completing the Annual Wholesale Trade Report. The U.S. Census Bureau has received your data. We suggest you keep a copy of this form for your records.' Below this, it shows 'Submission Date & Time: Thursday, May 06, 2010, 04:34:55 PM EDT' and 'Company Information:'. Under 'Company Information', it lists 'Company Contact Person:' followed by 'Phone:' and 'FAX:'. Below the text box are three buttons: 'Print Confirmation Screen', 'View/Print Report as PDF', and 'Return to Main Menu'. At the bottom, there is a note: 'The letters PDF or the icon indicate a document is in the [Portable Document Format \(PDF\)](#). To view the file you will need the [Adobe® Reader](#), which is available for **free** from the Adobe web site.' The footer contains links for 'Burden Statement', 'Accessibility', 'Privacy', and 'Security'. At the very bottom left, there is form information: 'OMB No.: 0607-0196' and 'Approval Expires: 09/30/2011'.