



2007 ECONOMIC CENSUS

Computers and Office Equipment

DUE DATE
FEBRUARY 12, 2008

Mail your completed form to:
U.S. CENSUS BUREAU
1201 East 10th Street
Jeffersonville, IN 47134-0001

WH-42311

**INFORMATION COPY
DO NOT USE TO REPORT**

(Please correct any errors in this mailing address.)

Please read the accompanying information sheet(s) before answering the questions.

Need help or have questions about filling out this form?

Visit www.census.gov/econhelp

Call 1-800-233-6136, between 8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday.

- OR -

Write to the address above. Include your 11-digit Census File Number (CFN) printed in the mailing address.

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the U.S. Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

- Use blue or black ballpoint pen.
 - Do not use pencil or felt-tip pen.
 - Place an "X" inside the box.
 - Please center numbers in their respective boxes.
 - Do not put slashes through 0 or 7.
- Examples: 0 1 2 3 4 5 6 7 8 9

The reporting unit for this form is an establishment. An **establishment** is generally a single physical location where business is conducted or where services or industrial operations are performed. For further clarification, see information sheet(s).

1 **EMPLOYER IDENTIFICATION NUMBER**
Is the Employer Identification Number (EIN) shown in the mailing address the same as the one used for this establishment on its latest 2007 Internal Revenue Service Form 941, Employer's Quarterly Federal Tax Return?

0021 Yes - Go to **2** 0022 No - Enter current EIN (9 digits) → 0025 -

2 **PHYSICAL LOCATION**

A. Is this establishment's physical location the same as shown in the mailing address? (P.O. Box and rural route addresses are not physical locations.)

0031 Yes - Go to line B

0032 No - Enter physical location →

0035	Number and street		
0036	City, town, village, etc.	0037 State	0038 ZIP Code

B. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.? (Mark "X" only ONE box.)

0041 Yes 0042 No 0043 No legal boundaries 0044 Do not know

C. In what type of municipality is this establishment physically located? (Mark "X" only ONE box.)

0046 City, village, or borough 0047 Town or township 0048 Other 0024 Do not know

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3 OPERATIONAL STATUS

Which ONE of the following best describes this establishment's operational status at the end of 2007?
(Mark "X" only ONE box.)

0011 In operation 0013 Temporarily or seasonally inactive

0014 Ceased operation - Give date at right _____ →

Month	Day	Year

0015 Sold or leased to another operator - Give date at right _____ →

Month	Day	Year

 0018

AND enter name and address of new owner or operator and Employer Identification Number (EIN) below ↴

0060 Name of new owner or operator	0061 EIN (9 digits)		
		-	
0062 Mailing address (Number and street, P.O. Box, etc.)			
0063 City, town, village, etc.	0064 State	0065 ZIP Code	
			-

0016 Other - Specify _____ → 0815

4 MONTHS IN OPERATION

Mark "X" if None

2007
Number

Number of months in operation during 2007 (If none, mark "X" and go to 30.) 0002

HOW TO REPORT DOLLAR FIGURES



Dollar figures should be **rounded to thousands** of dollars.

If a figure is **\$1,025,628.79**:

If a value is "0" (or less than \$500.00):

Report →

Report →

Mark "X" if None

2007			
\$ Bil.	Mil.	Thou.	Dol.
	1 0 2 6		

5 SALES, SHIPMENTS, RECEIPTS, OR REVENUE

A. Sales and operating receipts (Include the gross selling value of business conducted for others. Include shipping and handling charges. Exclude sales taxes and Hawaii's General Excise Tax.) 0100

B. Did this establishment earn commissions for the sale of merchandise?

1121 Yes - Go to line C

1122 No - Go to line E

C. Gross selling value of business conducted on a commission basis (Include on line A.) 1123

D. Commissions received on transactions reported on line C 1124

E. Is this the only establishment of this firm?

0907 Yes - Go to line G

0908 No - Go to line F

F. Percent of products sold by this establishment manufactured or mined in the United States by **your company** or its subsidiaries. 1125

G. Did e-commerce account for more than 50% of this establishment's sales and/or operating receipts as reported on line A?

0308 Yes

0309 No

Mark "X" if None

2007			
\$ Bil.	Mil.	Thou.	Dol.

2007			
\$ Bil.	Mil.	Thou.	Dol.

Mark "X" if None

2007
Percent

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If not shown, please enter your 11-digit Census File Number (CFN) from the mailing address.

6 Not Applicable.

7 EMPLOYMENT AND PAYROLL

Include:

- Full- and part-time employees working at this establishment whose payroll was reported on Internal Revenue Service Form 941, Employer's Quarterly Federal Tax Return, and filed under the Employer Identification Number (EIN) shown in the mailing address or corrected in 1.

Exclude:

- Temporary staffing obtained from a staffing service.
- Contractors, subcontractors, or independent contractors.
- Full- or part-time leased employees whose payroll was filed under an employee leasing company's EIN.
- Purchased or managed services, such as janitorial, guard, or landscape services.
- Professional or technical services purchased from another firm, such as software consulting, computer programming, engineering, or accounting services.

For further clarification, see information sheet(s).

Mark "X" if None

2007			
Number			

A. Number of employees for pay period including March 12 0320

Mark "X" if None

2007			
\$ Bil.	Mil.	Thou.	Dol.

B. Payroll before deductions (Exclude employer's cost for fringe benefits.)

1. Annual payroll 0300

2. First quarter payroll (January-March, 2007) 0310

8 Not Applicable.

9 VALUE OF INVENTORIES

A. Did this establishment own inventories, regardless of where held, at the end of 2007 and/or 2006?

0486 Yes - Go to line B

0487 No - Go to 16

B. Report inventories for products owned by this establishment as of December 31.

1. Total inventories before Last-in, First-out (LIFO) adjustment (if any) 0460

2. LIFO reserve (if any) 0466

3. Total inventories after LIFO adjustment (Line B1 minus line B2) 0468

Mark "X" if None

End of 2007			
\$ Bil.	Mil.	Thou.	Dol.

Mark "X" if None

End of 2006			
\$ Bil.	Mil.	Thou.	Dol.

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10 INVENTORIES BY VALUATION METHOD

Report how much of the inventory reported in **9**, line B1 for 2007 is subject to the following valuation methods.

Mark "X" if None

- A. LIFO valuation method before adjustment 0244
- B. First-in, First-out (FIFO) 0491
- C. Average cost 0492
- D. Standard cost 0493
- E. Other valuation method - *Specify method* ↴
 0895 0494
- F. **TOTAL** (Add lines A through E. Total should equal **9**, line B1.) 0490

2007			
\$ Bil.	Mil.	Thou.	Dol.

11-15 Not Applicable.

16 SELECTED EXPENSES

Mark "X" if None

- A. Operating expenses (Include payroll. Exclude cost of goods sold and interest expense.) 0140
- B. Purchases of merchandise for resale, net of returns, allowances, and trade and cash discounts (Include amounts allowed for trade-ins.) 1160

C. For the value reported on line B, were any of these goods ordered over an Internet, Extranet, Electronic Data Interchange (EDI) network, electronic mail, or other online system?

- 0441 Yes
- 0442 No
- 0443 Do not know

D. Equipment leased to other firms under an operating lease in 2007

1. Did this establishment rent or lease to firms, other than your own, new equipment manufactured in the United States by your company in 2007?

- 0446 Yes - Go to line D2
- 0447 No - Go to **19**

2. Value of new equipment manufactured in the United States by your company and leased under a rental agreement or operating lease to a firm other than your own 0448

2007			
\$ Bil.	Mil.	Thou.	Dol.

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If not shown, please enter your 11-digit Census File Number (CFN) from the mailing address.

17 and 18 Not Applicable.

19 A. KIND OF BUSINESS

Which ONE of the following best describes this establishment's principal kind of business in 2007?
(Mark "X" only ONE box.)

- 0700 423 430 11 1 Computers and peripheral equipment sold for resale
- 423 430 12 1 Computers and peripheral equipment sold for end use
- 423 430 20 1 Packaged computer software
- 511 210 00 1 Software publishers, including developing and publishing or publishing only, packaged software
- 541 511 00 1 **Custom** computer programming services (writing, modifying, testing, and supporting software to meet the needs of a particular customer)
- 541 512 10 3 Systems integrators engaged in the development or modification of software and the "bundling" of software with computers and peripheral equipment to create an integrated system designed for a specific application
- 541 513 00 1 Computer facility management and maintenance services
- 541 512 20 4 Computer systems design consultant, providing advice on computer systems, including hardware and software requirements, and use
- 423 420 00 3 Office equipment, excluding office furniture
- 423 210 20 1 Office and business furniture, including church pews and school desks
- 424 120 00 1 Stationery, office supplies, and greeting cards
- 423 440 20 1 Store machines and equipment
- 423 830 30 2 General-purpose industrial machinery
- 423 610 00 1 Electrical apparatus and equipment, wiring supplies, and construction materials, including industrial controls
- 423 690 10 1 Communications equipment and supplies
- 423 690 20 4 Electronic parts and equipment, including blank tapes, compact discs/CDs, and computer diskettes
- 334 413 00 1 On-site manufacturing of semiconductors
- 424 990 20 3 General nondurable goods (a variety of unrelated nondurable goods where no single item is predominant)
- 771 000 00 1 Other kind of business - *Specify* ↴

0701

19 B. TYPE OF OPERATION

Which ONE of the following best describes this establishment's principal type of operation in 2007?
(Mark "X" only ONE box.)

Merchant wholesaler, buying and selling on own account

- 0600 12 Importer
- 13 Exporter

CONTINUE WITH 19 ON PAGE 6

CONTINUE ON PAGE 6

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19 B. TYPE OF OPERATION - Continued

Merchant wholesaler, buying and selling on own account - Continued

0600 11 Merchant wholesale distributor or jobber

14 Own-brand importer and marketer

20 **Manufacturers' sales branch or office**

Agent, broker, or commission merchant

41 Auction company

42 Broker, representing buyers and sellers

43 Commission merchant

44 Import agent

45 Export agent

46 Manufacturers' agent

49 **Electronic market - business-to-business marketplace that facilitates the sale of goods via the Internet or other electronic means, and operates on a commission or fee basis**

77 **Other broker or agent - Specify** ↴

0601

20 CLASS OF CUSTOMER

A. As a general business practice, did this establishment sell to household consumers and individual users in 2007?

0251 Yes

0252 No

B. Were 75% or more of this establishment's sales to retailers/wholesalers for resale in 2007?

0256 Yes

0257 No

C. Did this establishment require proof of business or professional license from new customers in 2007?

0276 Yes

0277 No

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CONTINUE WITH **20** ON PAGE 7



If not shown, please enter your 11-digit Census File Number (CFN) from the mailing address.

20 CLASS OF CUSTOMER - Continued

D. Estimate the percentage of this establishment's total sales (reported in **5**, line A) by class of customer. *(Circle all that apply and then report percentages for the items circled.)*

		2007	
		Whole percent of sales and receipts	
1.	Household consumers and individual users 0261		%
2.	Export sales 0262		%
3.	Retailers for resale 0263		%
4.	Wholesale establishments for resale. 0264		%
5.	Repair shops for use in repair work 0265		%
6.	Manufacturing and mining industrial users for use as input goods in production. 0266		%
7.	Restaurants, hotels, food services, and contract feeding 0267		%
8.	Businesses for end use in their own operation, not for resale or production 0268		%
9.	Building contractors, heavy construction, and special trade contractors 0269		%
10.	Farmers for use in farm production 0270		%
11.	Governmental bodies (federal, state, and local). 0271		%
12.	Other - Specify ↴		
	0874 <input type="text"/> 0272		%
13. TOTAL	1 0 0	%

21 METHOD OF SELLING

Which ONE of the following best describes this establishment's principal method of selling in 2007? *(Mark "X" only ONE box.)*

- 0751 Electronic commerce (selling goods or facilitating the sale of goods via the Internet or other electronic means)
- 0752 Store or display showroom (selling from a fixed or permanent location with physical displays of priced merchandise and/or from a counter)
- 0753 Warehouse or office (including telephone/fax orders or outside sales representatives)
- 0754 Mail order
- 0755 Home shopping via television
- 0756 Direct selling (selling in a face-to-face manner away from a fixed location, such as house-to-house, party plan, or temporary kiosk sales)
- 0757 Vending machines
- 0758 Other - Specify ↴

0759

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HOW TO REPORT PERCENTS		2007				
		Estimates are acceptable. Report dollars OR percents.				
		\$ Bil.	Mil.	Thou.	Dol.	Percent
If figure is 38.76% of total sales:		Report whole percents			3 9	

22 DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE
(Report sales for each product line sold by this establishment, either as a dollar figure or as a whole percent of total sales reported in 5, line A. Include the value of merchandise marketed under capital, finance, or full payout leases, and rental receipts derived from merchandise under operating leases. See HOW TO REPORT DOLLAR FIGURES on page 2 and HOW TO REPORT PERCENTS above. Do not combine data for two or more lines.)

Description of sales, shipments, receipts, or revenue	Cen- sus use	2007				
		Estimates are acceptable. Report dollars OR percents.				
		\$ Bil.	Mil.	Thou.	Dol.	Percent
0723	0720	0721				0722
1. New computer equipment						
a. Computers, including personal computers, laptops, servers, and supercomputers	10921					
b. Computer storage devices	10922					
c. Computer printers	10923					
d. Other computer peripheral equipment	10924					
e. Sum lines 1a through 1d	10920					
2. Packaged computer software, including game software and cartridges	10950					
3. Used computer equipment	10930					
4. Custom computer software	19960					
5. Store machines and equipment	10970					
6. Communications equipment and supplies	11650					
7. Electronic parts and equipment, excluding communications equipment	11600					
8. Office equipment, excluding computers						
a. Typewriters	10911					
b. Calculators	10912					
c. Copiers and copier parts and equipment	10913					
d. Dictating, transcribing, and recording machines	10914					
e. Mailing, letter handling, and addressing machines	10915					
f. Sum lines 8a through 8e	10900					
9. Video game players, including dedicated game terminals and hand-held electronic games <i>(Report electronic digital video disc (DVD) based game consoles on line 10.)</i>	12811					
10. Electronic digital video disc (DVD) based game consoles, DVD players, VCRs, and video cameras	11513					
11. Office and business furniture	10420					

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If not shown, please enter your 11-digit Census File Number (CFN) from the mailing address.

22 DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE - Continued

Description of sales, shipments, receipts, or revenue	Census use	2007					
		Estimates are acceptable. Report dollars OR percents.					
		\$ Bil.	Mil.	Thou.	Dol.	Percent	
0723	0720	0721				0722	
12. Photographic equipment and supplies	10800						
13. Electrical apparatus and equipment	11400						
14. Electric household appliances, including gas clothes dryers	11500						
15. General-purpose industrial machinery, equipment, and parts	12320						
16. Printing and writing paper	13200						
17. Office paper, office supplies, greeting cards, and labels	13300						
18. Miscellaneous commodities - <i>Specify</i> ↴							
a. _____	19811						
b. _____	19812						
c. _____	19813						
19. Rental and operating lease receipts							
a. Computer rental and leasing receipts	19941						
b. Photocopying machine rental	19942						
c. Other office machine rental receipts	19943						
d. Other rental receipts	19944						
e. Sum lines 19a through 19d	19940						
20. Service receipts and labor charges, including installed parts							
a. Labor charges for repair work	19701						
b. Parts installed in repair work	19702						
c. Other service receipts and labor charges - <i>Specify</i> ↴							
_____	19703						
d. Sum lines 20a through 20c	19700						
21. Receipts for service contracts	19720						
22. Receipts for installing equipment	19740						
23. Sales of integrated systems	19930						
24. TOTAL (Should equal ⑤, line A if reporting in dollars.)	19990						1 0 0

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23 Not Applicable.

24 SHIPPING AND HANDLING

A. Did this establishment have any receipts from customers for shipping and handling of merchandise in 2007?

0981 Yes - Go to line B

0982 No - Go to **26**

2007			
Estimates are acceptable			
\$ Bil.	Mil.	Thou.	Dol.

B. Receipts of this establishment from customers for shipping and handling of merchandise. 0985

C. Are receipts for shipping and handling included in sales and receipts (reported in **5**, line A)?

0988 Yes

0989 No

25 Not Applicable.

26 SPECIAL INQUIRIES

A. EMPLOYMENT BY PRIMARY FUNCTION

(List the number of employees reported in **7**, line A, by the employee's primary function.)

	Cen- sus use	2007 Paid employees
1. Selling	1131	
2. Sales support - including office, clerical, warehousing, customer service, maintenance employees, and drivers	1132	
3. General support of other establishments in your company - including central administrative, accounting, research, and other support employees	1133	
4. Packaging	1135	
5. Production - including employees who manufacture products from raw materials or semi-finished products (Report 'knockdown' assembly employees on line 6 below.)	1136	
6. 'Knockdown' assembly - assembling prefabricated components designed for a single application or reassembly of completed products	1134	
7. Other - Specify 7 0837	1137	
8. TOTAL (Add lines 1 through 7. Total should equal 7 , line A.)	1138	

B. PERCENT OF DROP SHIPPED SALES

Percentage of sales (reported in **5**, line A) that were drop shipped and did not enter this establishment 1111

2007	
Whole percent of sales and receipts	
	%

CONTINUE WITH **26** ON PAGE 11

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If not shown, please enter your 11-digit Census File Number (CFN) from the mailing address.

26 SPECIAL INQUIRIES - Continued

C. OTHER ESTABLISHMENT ACTIVITIES

1. Did this establishment design, engineer, or formulate the manufactured products that it sold, produced, or shipped?

0318 Yes

0319 No

2. Which of the following best describes this establishment's primary activity? (Mark "X" only ONE box.)

0362 Providing contract manufacturing services for others

0363 Transforming raw materials or components into new products that this establishment owns or controls

0364 Reselling goods manufactured by others (with or without minor final assembly)

0365 Other - Specify ↴

0366

3. Did this establishment purchase contract manufacturing services from other companies or other establishments of your company to process materials or components that this establishment owns or controls?

0496 Yes, primarily with establishments WITHIN the 50 States and the District of Columbia

0497 Yes, primarily with establishments OUTSIDE of the 50 States and the District of Columbia

0498 No

27-29 Not Applicable.

REMARKS (Please use this space for any explanations that may be essential in understanding your reported data.)

30 CERTIFICATION - This report is substantially accurate and was prepared in accordance with the instructions.

Is the time period covered by this report a calendar year?

Yes

No - Enter time period covered →

FROM	Month	Year	TO	Month	Year
	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

Name of person to contact regarding this report	Title
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

Telephone	Area code	Number		Extension	Fax	Area code	Number	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

Internet e-mail address	Date completed	Month	Day	Year
<input style="width: 100%; height: 20px;" type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

Thank you for completing your 2007 ECONOMIC CENSUS form.

PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS AND RETURN THE ORIGINAL.

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