



2006 Survey of Service Industries: Architecture

This document is confidential when completed.

Si vous préférez recevoir ce questionnaire en français,
veuillez nous téléphoner au numéro sans frais suivant :
1 888 881-3666.

If necessary, please make address label corrections in the boxes below.



0001	Legal name		0004	Address (number and street)	
0002	Business name		0005	City	
0021	Title of contact		0006	Province/ Territory or State	
0008	First name of contact		0053	Country	0007 Postal code/ Zip code
0028	Last name of contact		0010	Language preference	1 <input type="checkbox"/> English 2 <input type="checkbox"/> French

This information is collected under the authority of the *Statistics Act, Revised Statutes of Canada, 1985, Chapter S19.*

COMPLETION OF THIS QUESTIONNAIRE IS A LEGAL REQUIREMENT UNDER THIS ACT.

A - Introduction

Survey Purpose

This survey collects the financial and operating data needed to develop national and regional economic policies and programs. For more information on this survey, please access www.statcan.ca/english/survey/index.htm.

Data-sharing Agreements

In an effort to reduce reporting burden, Statistics Canada has entered into agreements with provincial and territorial statistical agencies for the sharing of data. The data are kept confidential and used for statistical purposes only. Please see the enclosed Reporting Guide for details of these agreements.

Confidentiality

The *Statistics Act* protects the confidentiality of information collected by Statistics Canada. Please see the enclosed Reporting Guide for more information.

Fax or Other Electronic Transmission Disclosure

Statistics Canada advises you that there could be a risk of disclosure during the facsimile or other electronic transmission. However, upon receipt, Statistics Canada will provide the guaranteed level of protection afforded all information collected under the authority of the *Statistics Act*.

Please return the questionnaire within 30 days.

**Please mail the completed questionnaire in the enclosed envelope
or fax it to Statistics Canada at 1 888 883-7999.**

Lost the return envelope or need help? Call us at **1 888 881-3666** or mail to:
Statistics Canada, Operations and Integration Division, 150 Tunney's Pasture Driveway, Ottawa, Ontario K1A 0T6

Visit our website at www.statcan.ca



B - Main Business Activity

1. Please describe the nature of your business.

0055

2. Please check the **one main activity** which most accurately represents your **main** source of revenue.

0503 **Architectural services** – Business units primarily engaged in planning and designing the construction of residential, institutional, leisure, commercial and industrial buildings and other structures by applying knowledge of design, construction procedures, zoning regulations, building codes and building materials.

0251 **Landscape architectural services** – Business units primarily engaged in planning, designing and administering the development of land areas for projects such as parks and other recreational areas, airports, highways, hospitals, schools, land subdivisions, and commercial, industrial and residential areas by applying knowledge of land characteristics, location of buildings and structures, use of land areas, and design of landscape projects.

0040 None of the above – Please call **1 888 881-3666** for further instructions.

C - Reporting Period Information

1. Please report information for your **fiscal year** (normal business year) **ending between** April 1, 2006 and March 31, 2007. Please indicate below the period covered by this questionnaire.

	YYYY	MM	DD		YYYY	MM	DD
From	0011 <input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	To	0012 <input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>

2. If you **did not operate** this business unit for a **full year**, please check the reason(s) below:

0031 1 Seasonal operations 2 New business 3 Change of fiscal year 4 Change of ownership 5 Ceased operations 6 Temporarily inactive

Reporting Instructions:

- Report for business unit(s) specified on the label on the front page.
- Complete only the questions that apply to your business.
- When precise figures are not available, please provide your best estimate.
- Report in Canadian dollars only. Dollar amounts and percentages should be rounded to whole numbers.
- Consult the enclosed Reporting Guide for further information.

D - Revenue

		CAN\$
1. Sales of goods and services (e.g., rental and leasing income, commissions, fees, admissions, services revenue) Report net of returns and allowances. A detailed breakdown will be requested in Section F .	2299	
2. Grants, subsidies, donations and fundraising	2068	
3. Royalties, rights, licensing and franchise fees	2022	
4. Investment income (dividends and interest)	2097	
5. Other revenue (please specify):	2001 2077	
6. Total revenue (sum of questions 1 to 5)	2098	

E - Expenses

		CAN\$
1.	Salaries and wages of employees who have been issued a T4 statement	3010
2.	Employer portion of employee benefits (include employer contributions to pension, medical/life insurance plans, employment insurance, etc.)	3040
3.	Commissions paid to non-employees	4466
4.	Professional and business service fees (e.g., legal, accounting)	4315
5.	Outsourcing (include work contracted out such as payments to freelancers, personnel suppliers, artists, etc.)	3060
6.	Charges for services provided by your head office	4555
7.	Cost of goods sold – if applicable (purchases plus opening inventory minus closing inventory)	5721
8.	Office supplies	3301
9.	Rental and leasing (include rental of premises, equipment, motor vehicles, etc.)	4115
10.	Repair and maintenance (e.g., property, equipment, vehicles)	4178
11.	Insurance (include professional liability, motor vehicles, etc.)	4350
12.	Advertising, marketing and promotions (report charitable donations at question 22)	4365
13.	Travel, meals and entertainment	4370
14.	Utilities (include gas, heating, hydro, water)	4066
15.	Telephone, Internet and other telecommunication expenses	4101
16.	Property and business taxes, licences and permits	4410
17.	Royalties, rights, licensing and franchise fees	4440
18.	Delivery, warehousing, postage and courier	4179
19.	Financial services fees (e.g., bank and credit card charges)	4325
20.	Interest expenses	4630
21.	Amortization and depreciation of tangible and intangible assets	4520
22.	Charitable donations	4521
23.	Bad debts	4542
24.	All other expenses (please specify):	4569
25.	Total expenses (sum of questions 1 to 24)	4699
26.	Corporate taxes (if applicable)	4600
27.	Gains (losses) and other items (see Reporting Guide)	4601
28.	Net profit/loss after tax and other items (see Reporting Guide)	2304

F - Industry Characteristics - Architecture

Sales by type of service:

Please provide a breakdown of your sales. Definitions are provided in the enclosed Reporting Guide.

Please indicate if you are reporting in **either** Canadian dollars **or** percentage of total sales.

	9970	1 <input type="checkbox"/> \$	OR	2 <input type="checkbox"/> %
1. Architectural Services	8131			
a) Single-family residential projects				
b) Multi-family residential projects	8132			
c) Office building projects	8133			
d) Retail and restaurant projects	8134			
e) Hotel and convention centres projects	8135			
f) Health care projects (e.g., hospitals, nursing homes and similar projects)	8136			
g) Entertainment, recreational and cultural building projects	8137			
h) Educational building projects (e.g., schools, colleges, universities)	8138			
i) Industrial building projects	8139			
j) Transportation and distribution facilities projects	8204			
k) Other non-residential building projects (e.g., churches, prisons)	8205			
l) Historical restoration projects	8206			
m) Architectural advisory services	8207			
2. Landscape architectural services	8208			
3. Urban planning services	8234			
4. Project site master planning services	8235			
5. Interior design services	8209			
6. Engineering services	8214			
7. Other	2558			
8. Total sales (sum of questions 1 to 7)	2305			

Sales by type of revenue:

Please indicate if you are reporting in **either** Canadian dollars **or** percentage of total sales.

	9973	1 <input type="checkbox"/> \$	OR	2 <input type="checkbox"/> %
1. Fee income	8236			
2. Sub-contracts				
a) Architectural consulting	8237			
b) Other consulting (e.g., engineering)	8238			
3. Reimbursables	8239			
4. Other income	8295			
5. Total sales (sum of questions 1 to 4)	2305tot			

G - Personnel		Number
1. Number of non-salaried partners and proprietors (if salaried, report only at question 2 below)	6321	
2. a) Number of paid employees (based on year-end T4 payroll summaries)	6339	
	%	
b) Percentage of paid employees who worked full time	6328	
		Number
3. Number of contract workers (for whom you did not issue a T4, such as freelancers and casual workers)	6320	
4. Number of volunteers (including unpaid interns and co-op students) during the reporting period (estimates are acceptable)	6014	
		Number of hours
5. Total number of hours worked by volunteers during the reporting period (estimates are acceptable)	6026	
H - Sales by Type of Client		
Please provide a percentage breakdown of your sales by type of client.		
1. Clients in Canada		%
a) Businesses	8112	
b) Individuals and households	8100	
c) Governments and public institutions (e.g., hospitals, schools)	8233	
2. Clients outside Canada	8140	
Total		100%
I - Sales by Client Location		
Please provide a percentage breakdown of your sales by client location (first point of sale).		
		%
1. Newfoundland and Labrador	8400	
2. Prince Edward Island	8415	
3. Nova Scotia	8405	
4. New Brunswick	8410	
5. Quebec	8420	
6. Ontario	8425	
7. Manitoba	8430	
8. Saskatchewan	8435	
9. Alberta	8440	
10. British Columbia	8445	
11. Yukon	8455	
12. Northwest Territories	8451	
13. Nunavut	8452	
14. Clients outside Canada	8401	
Total		100%

J - International Transactions in Services

Complete this section only if you have **purchased** services, royalties and/or rights outside Canada (imports), or **sold** services, royalties and/or rights outside Canada (exports).

Please report in Canadian dollars.

Note: Services cover a variety of industrial, professional, trade and business services, as well as transactions in royalties, rights, licences and franchise fees but **exclude** imports and exports of goods, transportation and travel costs.

		CAN\$			CAN\$		
		Payments made to suppliers outside Canada (imports)			Sales to customers outside Canada (exports)		
		Services		Royalties and rights	Services		Royalties and rights
1.	United States	0538		0509	0558	0548	
2.	Mexico	0539		0510	0559	0549	
3.	United Kingdom	0540		0511	0560	0550	
4.	France	0541		0512	0561	0551	
5.	Other European Union countries ¹	0542		0513	0562	0552	
6.	Africa	0601		0597	0609	0605	
7.	Middle East countries ²	0602		0598	0610	0606	
8.	India	0603		0599	0611	0607	
9.	China	0543		0514	0563	0553	
10.	Japan	0544		0515	0564	0554	
11.	Other Asian Pacific countries ³	0545		0516	0565	0555	
12.	Australia/New Zealand	0604		0600	0612	0608	
13.	All other countries (please specify):	0546		0517	0566	0556	
	0613						
14.	Total	0547		0524	0567	0557	

- Other European Union countries** (defined as Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, and Sweden)
- Middle East countries** (Armenia, Azerbaijan, Bahrain, Georgia, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Oman, Palestinian Territory, Qatar, Saudi Arabia, Syrian Arab Republic, United Arab Emirates, Yemen, etc.)
- Other Asian Pacific countries** (Brunei Darussalam, Cambodia, Indonesia, Korea, Lao People's Democratic Republic, Malaysia, Myanmar, Papua New Guinea, Philippines, Singapore, Taiwan, Thailand, Vietnam, etc.)

K - Not applicable

L - Contact Information

0015 Date completed
YYYY MM DD

Name of person to contact about this questionnaire:

0026 1 Mr. 2 Mrs. 3 Miss 4 Ms

0013 First name

0054 Last name

0014 Title

E-mail address 0018		Website address 0020	
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Telephone number 0017	()	Extension number 0027		Fax number 0016	()
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How long did you spend collecting the data and completing the questionnaire?
9910 Hour(s) 9909 Minutes

M - Comments

We invite your comments below. Please be assured that we review all comments with the intent to improve the survey.

9920 _____

9913 _____

9914 _____

9915 _____

9916 _____

Thank you for completing this questionnaire. Please retain a copy for your records.

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