



Unified Enterprise Survey - Annual

1999 Survey of the Couriers and Local Messengers Industry

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.

This document is confidential when completed.

Si vous préférez recevoir ce questionnaire en français, veuillez appeler au numéro de téléphone indiqué dans la boîte ombragée ci-dessous.

Correct pre-printed information if necessary using the corresponding boxes below:

0001	Legal name	0004	Number and street		
0002	Business name	0005	City	0006	Province or State
0003	C/o	0053	Country	0007	Postal code
0008	First name of contact	0028	Last name of contact		
0052	Please report for:	0010	Language preference 1 <input type="radio"/> English 2 <input type="radio"/> French		

A - Introduction

Survey Purpose

This survey collects the financial and operating data needed to produce statistics concerning your industry. These data will be aggregated with information from other sources to produce official estimates of national and provincial economic production in Canada, as well as official estimates of activity by industry. These estimates are used by government for national and regional programs and policy planning as well as by the private sector for industry performance measurement and market development.

Coverage

Please complete this questionnaire for the business unit(s) described in the pre-printed area above. "Business unit" refers to the operation(s) described in the pre-printed area. Report only for those business units located in Canada.

Confidentiality

Statistics Canada is prohibited by law from publishing any statistics which would divulge information obtained from this survey that relates to any identifiable business. **The data reported on this questionnaire will be treated in strict confidence**, used for statistical purposes and published in aggregate form only. The confidentiality provisions of the *Statistics Act* are not affected by either the *Access to Information Act* or any other legislation.

Please return the completed questionnaire(s) in the enclosed envelope **within 30 days** of receipt. However, if you wish to send the questionnaire(s) by facsimile, please consult the **Reporting Instructions** in this section. Thank you

**If you need further information or help,
please call 1 888 881-3666.**

Name of the primary person completing this questionnaire:

0026	<input type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Miss <input type="radio"/> Ms.	0013	_____	0054	_____
			First name		Last name

Title:
0014

Telephone number: 0017	Extension: 0027	Fax number: 0016	Date completed: YYYY MM DD
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Signature: _____ 0015

I certify that the information contained herein is complete and correct to the best of my knowledge.

Reporting Period Information

REPORTING PERIOD

Please report information for your most recent **12 month fiscal period**. Please indicate below the period covered by this questionnaire.

1. From ⁰⁰¹¹

 To ⁰⁰¹²

2. Did you operate this business unit for the **full year**?

0050 Yes → If yes, please go to the **Business Unit Organization and Joint Venture Activity** section.

No → If no, please check the appropriate box(es) below.

0042 Seasonal operation (please provide the dates.) From ⁰¹²⁰

 To ⁰¹²¹

0032 New business (please provide the date) ⁰⁰⁴⁶

0033 Changes of fiscal year end (please provide the new end date) ⁰⁰⁵¹

0034 Change of ownership (please provide the date) ⁰¹²⁵

0035 Ceased operations (please provide the date) ⁰¹¹⁹

0036 Temporarily closed (please specify the date and the reason) ⁰⁰⁴⁹

⁰⁰³⁷

0038 Other (please specify) ⁰⁰³⁹

For information only

Business Unit Organization and Joint Venture Activity Information

1. Type of organization (please check **one** only):

- 0024 1 Sole proprietorship 2 Partnership 3 Incorporated company 4 Co-operative
 5 Joint venture 6 Government business entity 7 Government 8 Non-profit organization

2. Did this business unit participate in any joint venture(s) during the reporting period?

A joint venture refers to a specific commercial undertaking entered into jointly by two or more parties or companies, who agree to contribute the necessary capital and share in profits or losses of the project in agreed proportions. The association terminates either upon completion of the undertaking or at a specific time.

- 0170 Yes → If Yes, please go to question 3. No → **If no, please go to the Main Business Activity section.**

3. Are detailed revenue and expenses for the business unit's share in the joint venture(s) included in this questionnaire?

- 0171 Yes No

Joint Venture Activity Information

4. Please provide the name of the joint venture.

0180

5. Is this joint venture:

- 0190 1 Incorporated? **If incorporated, please go to question 6.**
 2 Unincorporated? **If unincorporated, please go to question 7.**

6. Revenue Canada Business Number of Joint Venture (if incorporated)

0179

7. If it is an unincorporated joint venture, please provide the length of time of the joint venture.

From 0191 To 0192
 YYYY MM DD YYYY MM DD

8. Venture partner(s) and their Revenue Canada Business Number(s) (if incorporated)

	Venture partners	Revenue Canada Business Number(s) (if incorporated)
9.	0181	0182
10.		
11.		

Note: If you participated in more than one joint venture or if more space is required, please enclose a separate page.

Main Business Activity

Please check the **main** activity at this business unit that most accurately describes the **principal** source of operating revenue. Please check **one** only.

1. 0530 **Courier Services**
(provides national or international delivery service by air and/or surface transport)

Local Delivery Services:

2. 0532 **Dedicated Local Delivery of Messages and Parcels** for a courier firm
(e.g., independent contractors, owner operators and contract workers)
3. 0533 **Local Delivery Services of Messages and Parcels** for general public
4. 0534 **Local Delivery Services of groceries, take-out food or prescription drugs**
5. 0535 **Other Local Delivery Services**
6. 0040 **None of the above**
(please list the main activities of this business unit and indicate the estimated percentage of total operating revenue associated with each one):

0041

Note: If you responded “None of the above”, please call 1 888 881-3666 for further instructions.

Data-sharing Agreements

To avoid duplicating survey activity, Statistics Canada has entered into agreements with provincial and territorial statistical agencies for the sharing of data. This is done in accordance with the federal *Statistics Act* and corresponding provincial and territorial legislation. The data are to be kept confidential and used for statistical purposes only. **Your responses are not shared with Revenue Canada.** More details on data-sharing are included in this package.

Reporting Instructions

When precise figures are not available, your best estimates are acceptable.

1. Report all dollar amounts in CANADIAN DOLLARS (\$ CDN).
2. All dollar amounts reported should be rounded to whole dollars (e.g., \$55,417.40 should be reported as \$55,417).
3. Percentages should be rounded (e.g., 37.3% to 37%, 75.8% to 76%).
4. Please write clearly in ink.
5. This survey questionnaire can be faxed back to Statistics Canada at 1 888 883-7999.

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

B - Revenue

- Please include:**
- all Canadian revenue recorded in your accounts for sales or transfers to other businesses and to other units of your business;
 - all revenue received from outside Canada by this business unit.
- Please exclude:**
- federal or provincial sales taxes collected for remittance to a government agency.

Sales of Goods and Services Produced

	Number of pieces	\$ CDN
1. Same-day delivery services	1503	1512
2. Next-day / overnight services	1504	1537
3. Other delivery services - two days or more	1508	1542
4. Total delivery services (add amounts reported at questions 1, 2 and 3 above)	1509	1547
5. Assessorial charges (e.g., customs brokerage, third-party billing, call tag services)		1560
6. Sales of all other goods and services produced (e.g., cargo services, pick-up service charges, trace charges)		2000
Please name major items:	2001	
	2002	
	2003	
7. Total sales of goods and services produced (add amounts reported at questions 4, 5 and 6 above)		2299

Other Revenue

	\$ CDN
8. All other operating revenue Exclude interest income and dividends. Please report this amount in this section at question 10, "Non-operating Revenue"	2077
Please name major items:	2071
	2072
	2073

Revenue Totals

	\$ CDN
9. Total operating revenue (add amounts reported at questions 7 and 8 above)	2080
10. Non-operating revenue (e.g., interest income and dividends)	2097
11. Total revenue (add amounts reported at questions 9 and 10 above)	2098

C - Expenses

Please include: • all expenses within or outside Canada recorded or received by this business unit.

Please exclude: • income tax and the portion of federal or provincial sales taxes refunded by government.

Labour Compensation

	\$ CDN
<p>1. Wages and salaries of employees</p> <p>Please exclude employer portion of employee benefits from salaries and wages and report these benefits separately at question 2 below.</p> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> • Employees are defined as those workers for whom you completed a Revenue Canada T4 - Statement of Remuneration Paid form. • Please report all wages and salaries (including taxable allowances and employment commissions as defined on the T4 - Statement of Remuneration Paid form) before deductions. </div> <p>Include: • those amounts deposited to accounts outside Canada.</p> <p>Exclude: • all payments and expenses associated with outside contract workers and employment agencies or personnel suppliers. Please report these payments on the appropriate line(s) in this section.</p> <p>For example:</p> <ul style="list-style-type: none"> • payments to independents and owner-operators . Please report these payments in this section at question 5, "Payments to independents and owner-operators"; • the cost of maintenance or cleaning staff under direct contract to you. Please report these payments in this section at question 20, "All other purchased maintenance and repair service expenses". • all payments to casual labour without a T4-Statement of Remuneration Paid form. Please report these payments in this section at question 34, "All other operating expenses." 	3010
<p>2. Employer portion of employee benefits</p> <p>Include: • health plans, insurance plans, employment insurance, pension contributions, workers' compensation, retiring allowances or lump sum payments to employees at time of termination or retirement, etc.</p> <p>Exclude: • contributions to provincial health and education payroll taxes applicable to this business unit. Please report these payments in this section at question 34, "All other operating expenses".</p>	3040
<p>3. Total labour compensation (add amounts reported at questions 1 and 2 above)</p>	3041
<p>4. Payments to employment agency or personnel supplier (e.g., pay for temporary workers paid through an agency and charges for personnel search services)</p>	3080
<p>5. Payments made to independents and owner operators (e.g., local pick-up and delivery)</p>	3088

Purchases of Materials, Components and Supplies

		\$ CDN
Exclude capital expenditures.		
6. Cost of office supplies		3301
Include: <ul style="list-style-type: none"> • paper and supplies for photocopiers, printers and fax machines; diskettes; writing instruments and other office supplies, etc. Also, if not capitalized, include computers, printers, photocopiers, computer software and office furniture, etc. 		
Exclude: <ul style="list-style-type: none"> • postage and courier expenses. Please report this amount in this section at question 25, "Postage and courier expenses"; • telephone and other telecommunications expenses. Please report these payments in this section at question 13, "Telephone and other telecommunications expenses". 		
7. Cost of operating, maintenance and repair supplies		3302
Include: <ul style="list-style-type: none"> • supplies for the operation, maintenance and repair of your equipment, vehicles and buildings. 		
Exclude: <ul style="list-style-type: none"> • expenses that are covered in your rental and leasing expenses. Please report these payments in this section at question 17, "All other rental and leasing expenses"; • expenses covered in your purchased maintenance and repair service expenses. Please report this amount in this section at question 20, "All other purchased maintenance and repair service expenses". 		
8. All other materials, components and supplies		3392
Please name major items:	3393	
	3394	
	3395	
9. Total purchases of materials, components and supplies		3399

Energy and Utility Expenses

		\$ CDN
Exclude energy and water expenses that are covered in your rental and leasing expenses. Please report these payments in this section at question 17, "All other rental and leasing expenses."		
10. Cost of light, heat and power		4036
11. Cost of vehicle and aircraft fuel expenses (e.g., gasoline, diesel fuel, propane, natural gas, aircraft jet fuel)		4069
12. Cost of water		4065
13. Telephone and other telecommunications expenses		4101
Include: <ul style="list-style-type: none"> • telephone, fax, cellular phone, or pager services for transmission of voice, data or image; • Internet access charges; • purchased cable and satellite transmission of television, radio and music programs. 		

Purchased Service Expenses

The expenses in this section are for services purchased from **external businesses only** (e.g., third parties, non-affiliated businesses).

- Please exclude:**
- services that you produce within this business unit;
 - services that you purchased from your head office or business support units outside this business unit. Please report these amounts in this section at question 33, "Management fees paid to head office and business support units".

Rental and Leasing Expenses

	\$ CDN
14. Office space or other real estate	4120
15. Motor vehicles (without driver) and aircraft	4125
16. Computers and peripherals	4130
17. All other rental and leasing expenses	4140

Repair and Maintenance Service Expenses

	\$ CDN
18. Purchased maintenance and repair service expenses for buildings and structures, including janitorial services Include materials, parts and labour. Exclude property management fees.	4180
19. Purchased maintenance and repair service expenses for motor vehicles and aircraft Include materials, parts and labour.	4210
20. All other purchased maintenance and repair service expenses Include materials, parts and labour.	4220

Professional and Business Service Fees

	\$ CDN
21. Legal, accounting and auditing fees	4230
22. All other professional and business service fees (e.g., consulting, education and training fees)	4315

Other purchased service expenses

	\$ CDN
23. Property and business taxes, licences and permits Include : <ul style="list-style-type: none"> • property taxes (except those covered in your rental and leasing expenses); • property transfer taxes; • vehicle and aircraft licence fees; • lot levies. 	4410
24. Goods transportation (air or surface line-haul), warehousing and storage expenses	4070

Other purchased service expenses (continued)

	\$ CDN
25. Postage and courier expenses Include local messenger and delivery expenses.	4085
26. Financial service fees (e.g., bank charges, credit and debit card commissions) Exclude interest expenses. Please report these amounts in this section, at question 36 "Interest expenses".	4325
27. Insurance premiums (e.g., liability, auto, building, equipment)	4350
28. Advertising and marketing expenses	4365
29. Travel, meals and entertainment expenses Include : <ul style="list-style-type: none">• passenger transportation, accommodation, meals while travelling and other travel allowances;• purchases for clients.	4370

Depreciation and Amortization

Include this business unit's Assets and Capital Lease Obligations.		\$ CDN
30. Vehicles and aircraft		4525
31. All others (e.g., buildings, trailers and other structures, machinery and equipment)		4550
32. Total depreciation and amortization		4520

Other Operating Expenses

	\$ CDN
33. Management fees paid to head office and business support units	4555
34. All other operating expenses (e.g., contributions to provincial health and education payroll taxes, allowances for bad debts, write-offs, donations, and inventory adjustments) Exclude interest expenses. Please report this amount in this section at question 36, "Interest expenses".	4569
Please name major items:	
4561	
4562	
4563	

Expense Totals

	\$ CDN
35. Total operating expenses	4599
36. Interest expenses (e.g., interest expenses on capital lease obligations plus all other miscellaneous interest expenses such as interest on loans and the interest portion of mortgage payments)	4630
37. Total expenses (add amounts reported at questions 35 and 36 above)	4699

D - Employment

Please report the average number of people employed during the reporting period.

Include full-time, part-time and temporary employees and employees absent with pay.

Exclude contract workers, independent contractors and owner-operators.

	Number
1. Total employees	6000

E - Fleet and Equipment

Please report the number of vehicles used during the reporting period.

Include owned and leased vehicles and equipment operated.

	Number
1. <u>Bicycles</u>	9510
2. <u>Automobiles (compacts, sedans and station wagons)</u>	9514
3. <u>Cube/step vans</u>	9518
4. <u>Road tractors</u>	9526
5. <u>Trailers</u>	9534
6. <u>5 -Ton trucks</u>	9535
7. <u>Warehouse equipment (e.g., forklifts)</u>	9542
8. Other (e.g., aircraft, flat decks) (please specify):	9546
	9545
	9550
9. Total number of vehicles (add numbers reported in questions 1 to 8 above)	

F - Distribution of Delivery Revenue by Destination of Shipments

Please indicate the percentage of "Total delivery services", reported in **Section B - Revenue**, at question 4, "Total delivery services", earned from shipments destined for:

Destination	%
1. Canada	8377
2. United States	8378
3. All other countries (please specify major countries):	8379
8380	
8381	
8382	
Total	100%

G - Distribution of Delivery Revenue by Origin of Shipments

Please indicate the percentage of "Total delivery services" reported in **Section B - Revenue**, at question 4, "Total delivery services", earned from shipments originating in:

Origin in Canada		%
1. Newfoundland		8300
2. Prince Edward Island		8315
3. Nova Scotia		8305
4. New Brunswick		8310
5. Quebec		8320
6. Ontario		8325
7. Manitoba		8330
8. Saskatchewan		8335
9. Alberta		8340
10. British Columbia		8345
11. Yukon		8355
Northwest Territories		
12. Northwest Territories (excluding Nunavut)	8351	
13. Nunavut	8352	
14. Northwest Territories (old boundaries) (add percentages reported at questions 12 and 13 above)		8350
Origin outside Canada		
15. United States		8365
16. All other countries		8376
Total		100%

H - Events That May Have Affected Your Business Unit

1. Compared to **last fiscal year**, were there any events that may have significantly affected the reported values for this business unit?

- 9929 Yes → **If yes**, please go to question 2.
 No → **If no**, please go to **Section I - Comments**.

2. Please check the box(es) that best reflect this change.

- | | |
|---|---|
| 9930 <input type="radio"/> Longer scheduled work week | 9931 <input type="radio"/> Shorter scheduled work week |
| 9932 <input type="radio"/> Increase in business | 9933 <input type="radio"/> Decrease in business |
| 9934 <input type="radio"/> More overtime | 9935 <input type="radio"/> Less overtime |
| 9936 <input type="radio"/> Foreign exchange | 9937 <input type="radio"/> Merger or acquisition |
| 9938 <input type="radio"/> Layoffs | 9939 <input type="radio"/> Increase in hiring |
| 9940 <input type="radio"/> Temporary shutdown | 9941 <input type="radio"/> Permanent shutdown |
| 9942 <input type="radio"/> Strike | 9943 <input type="radio"/> Weather |
| 9944 <input type="radio"/> Change in supplier | 9945 <input type="radio"/> Change in product line |
| 9946 <input type="radio"/> Price changes, goods or services sold (output) | 9947 <input type="radio"/> Price changes, labour or raw materials (input) |
| 9948 <input type="radio"/> Changes in industry regulation | 9949 <input type="radio"/> Changes in government taxes |
| | 9952 <input type="radio"/> Natural disaster |

3. 9950 Other (please specify):

I - Comments

1. How long did you spend collecting the data and completing this form? hours

2. **Comments?**

We invite your comments on the following topics or any others related to our business survey program. We appreciate your assistance.

- questionnaire content
- new questions of interest to your industry
- questionnaire language
- use of business terminology
- comprehension of questions (e.g., through definitions, examples of inclusions and exclusions, code sheets, instruction sheets, reporting guides)
- order and flow of questions
- timing of receipt of questionnaire and the period given for response
- other sources of data to further reduce response burden
- potential for electronic data reporting
- general (non-proprietary) business software packages in use

9920

Lost the post-paid envelope?

Please telephone 1 888 881-3666

or

fax 1 888 883-7999.



Thank you for your co-operation.

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