



2001 Survey of the Couriers and Local Messengers Industry

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.

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.

Please correct pre-printed information, if necessary, using the corresponding boxes below:



0001	Legal name	0004	Address		
0002	Business name	0005	City	0006	Province or State
0003	C/O	0053	Country	0007	Postal code/Zip 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

The purpose of this survey is to collect the financial and operating/production data needed to develop national and regional economic policies and programs. For further details, please consult the enclosed booklet entitled "Statistics Canada Business Surveys".

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.** For further details, please consult the enclosed booklet entitled "Statistics Canada Business Surveys".

Coverage

Please report for the business unit(s) identified above. Include only the operation(s) located in Canada.

Return of Questionnaire

Please mail the completed questionnaire(s) in the enclosed envelope or fax it to Statistics Canada at **1 888 883-7999** within **30 days** of receipt.
Lost the return envelope or need help?
Call us at **1 888 881-3666**.

Data Sharing Agreements

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. **Your responses are not shared with Canada Customs and Revenue Agency.** For further details, please consult the enclosed booklet entitled "Statistics Canada Business Surveys".

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 of your information, Statistics Canada will provide the guaranteed level of protection afforded all information collected under the authority of the *Statistics Act*.

Person primarily responsible for completing this questionnaire, if different from above: 0013

0026
1 Mr. 2 Mrs. 3 Miss 4 Ms.

0054	First name																									
	Last name																									

Title: 0014	E-mail address: 0018	Web site address: 0020
Telephone number: 0017 ()	Extension: 0027	Fax number: 0016 ()

Reporting Period Information

Please report information for **your most recent 12-month fiscal period** ending between January 1, 2001 and March 31, 2002. Please indicate below the period covered by this questionnaire.

1. **From** ⁰⁰¹¹ | YYYY | MM | DD | **To** ⁰⁰¹² | YYYY | MM | DD |

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

- 0031 1 Seasonal Operation 2 New Business 3 Change of Fiscal Year 4 Change of Ownership 5 Ceased Operations 6 Temporarily Inactive

3. Please indicate below, any change that may have occurred in the organization of this business unit during the reported period:

- 0047 1 Acquired New Units 2 Disposed of/ Sold Units

Main Business Activity

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

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.

Reporting Instructions

1. Please report all dollar amounts in CANADIAN DOLLARS (\$ CDN).
2. Dollar amounts and percentages should be rounded to whole numbers.
3. Please print in ink.
4. **When precise figures are not available, please provide your best estimate.**

B - Revenue

Please include: • all revenue within or outside Canada recorded in your accounts for sales to other businesses and for transfers to other units of your business.

Please exclude: • GST/HST, PST and TVQ.

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 to 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 to 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 by this business unit.

Please exclude: • GST/HST and TVQ.

Labour Remuneration

	\$ CDN
1. Wages and salaries paid to employees Employees are defined as those workers for whom you issued a T4 - Statement of Remuneration Paid form (include vacation pay, bonuses and commissions)	3010
2. Employer portion of employee benefits Paid for all employees for whom you issued a T4 - Statement of Remuneration Paid form (include employer contributions to pension, medical/life insurance plans, employment insurance and workers' compensation)	3040
3. Total labour remuneration (add amounts reported at questions 1 and 2 above)	3041
4. Payments to employment agency or personnel supplier (e.g., pay for temporary workers paid through an agency and charges for personnel search services)	3080
5. Payments made to independents and owner operators (e.g., local pick-up and delivery)	3088

Purchases of Materials, Components and Supplies

	\$ CDN
6. Cost of office supplies Include: • paper and supplies for photocopiers, printers and fax machines; diskettes; writing instruments and other office supplies. Also, if not capitalized, include computers, printers, photocopiers, computer software and office furniture, etc.	3301
7. Cost of operating, maintenance and repair supplies Include: • supplies for the operation, maintenance and repair of your equipment, vehicles and buildings.	3302
8. All other materials, components and supply expenses	3392
9. Total purchases of materials, components and supplies (add amounts reported at questions 6 to 8 above)	3399

Purchased Energy and Utility Expenses

	\$ CDN
10. Light, heat and power expenses	4036
11. Cost of vehicle and aircraft fuels expenses (e.g., gasoline, diesel fuel, propane, natural gas, aircraft jet fuel)	4069
12. Telephone and other telecommunication expenses Include: • 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.	4101

Management Fees

	\$ CDN
13. Management fees or any other service fees (e.g., legal, advertising, insurance) paid to head office and other business support units (e.g., warehouses, sales centres, trucking facilities)	4555

Purchased Service Expenses

Services purchased from external businesses only (e.g., third parties)

Please exclude purchased services that have been reported in question 13 on the previous page.

Rental and Leasing Expenses

	\$ CDN
14. Rental and leasing of office space or other real estate expenses	4120
15. Rental and leasing of motor vehicles (without driver) and aircraft expenses	4125
16. Rental and leasing of computers and peripherals expenses	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 and cleaning 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 expenses 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
25. Postage and courier expenses Include local messenger and delivery expenses.	4085

Other Purchased Service Expenses (continued)

	\$ CDN
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 35, "Other expenses".	4325
27. Insurance premiums (e.g., liability, auto, building, equipment)	4350
28. Advertising and marketing expenses	4365
29. Travel, meals and entertainment expenses	4370

Depreciation and Amortization Expenses

Please include the depreciation and amortization expenses on this business unit's assets.

	\$ 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 (add amounts reported at questions 30 and 31 above)	4520

Other Operating Expenses

	\$ CDN
33. All other operating expenses (e.g., contributions to provincial health and education payroll taxes, allowances for bad debts, donations, and inventory adjustments) Exclude interest expenses. Please report this amount in this section at question 35, "Other expenses".	4569
Please name major items:	4561
	4562
	4563

Expense Totals

	\$ CDN
34. Total operating expenses	4599
35. Other 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
36. Total expenses (add amounts reported at questions 34 and 35 above)	4699

D - Employment

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

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

Please 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.

Please include owned or 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 revenue from "Total delivery services" (reported in **Section B - Revenue**, at question 4), earned from shipments destined for:

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

G - Distribution of Delivery Revenue by Origin of Shipments

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

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

H - Comments

1. How long did you spend collecting the data and completing this questionnaire? (e.g., 1 hour 30 minutes)

9910	9909
hour(s)	minutes

2. We invite your comments below. If necessary, please attach a separate page. Please be assured that we review all comments with the intent of improving the survey.

9920

9913

9914

9915

Signature: _____

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

0015

YYYY

MM

DD

Thank you for your co-operation