



2003 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 nous téléphoner au : 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:
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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, 2003 and March 31, 2004. 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 unit 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 Business Units 2 Disposed of/ Sold Business 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 Services 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 estimates.**

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
	1503	1512	
1. Same-day delivery services			
2. Next-day / overnight delivery 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 Operating Revenue

	\$ CDN
8. All other operating revenue Exclude interest and dividend income. 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 and dividend income)	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. Salaries and wages paid to employees Employees are defined as those workers for whom you issued a T4 - Statement of Remuneration Paid (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 (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 agencies or personnel suppliers (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

Material, Component and Supply Expenses

	\$ CDN
6. Office supply expenses 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 material, component 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. Vehicle and aircraft fuel 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 Paid to Head Office

	\$ 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 (inclusive of third parties)

Please exclude purchased services that have been reported at 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 computer and peripheral 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 permit 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

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, if applicable, bad debt expense, 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.

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

	Number
1. Number of employees Exclude independent contractors and owner operators.	6000
2. Number of independent contractors and owner operators Exclude employment agencies or personnel suppliers.	6001

E - Fleet and Equipment

Number of vehicles in service during the reference period

Include owned or leased vehicles.

	Number
1. Bicycles	9510
2. Automobiles (compacts, sedans and station wagons)	9514
3. Cube/Step vans	9518
4. Road Tractors	9526
5. Trailers	9534
6. 5 -Ton Trucks	9535
7. Warehouse equipment (e.g., forklifts)	9542
8. Other (e.g., aircraft, flat decks) (please specify): 9545	9546
9. Total number of vehicles and equipment (both company owned and owner operated) (add numbers reported at questions 1 to 8 above)	9550

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. 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 revenue from Total delivery services (reported in **Section B - Revenue**, at question 4), earned from shipments originating in:

Origin in Canada

	%
1. Newfoundland and Labrador	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

Origin in Canada (continued)

	%
10. British Columbia	8345
11. Yukon	8355
12. Northwest Territories	8351
13. Nunavut	8352
Origin Outside Canada	
14. United States	8365
15. All other countries	8376
Total	100%

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