



2005 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/Territory or State
0003	C/O		0053	Country	0007 Postal code/ Zip code
0028	Last name of contact		0008	First name of contact	
0052	Please report for		0010	Language preference	1 <input type="checkbox"/> English 2 <input type="checkbox"/> 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.

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*.

Coverage

Please report for the business unit(s) identified above. Include only those operations 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.** 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 facsimile or electronic transmission. However, upon receipt, Statistics Canada will provide the guaranteed level of protection afforded to all information collected under the authority of the *Statistics Act*.

Return of Questionnaire

Please return the completed questionnaire to Statistics Canada within 30 days of receipt by mail, using the enclosed envelope. You can also fax it at 1 888 883-7999.

Lost the return envelope, need help to complete your questionnaire? Call us at **1 888 881-3666**.

0026	Person primarily responsible for completing this questionnaire, if different from above:	0017	Telephone number
	1 <input type="checkbox"/> Mr. 2 <input type="checkbox"/> Mrs. 3 <input type="checkbox"/> Miss 4 <input type="checkbox"/> Ms	0027	Extension number
0054	Last name	0016	Fax number
0013	First name	0020	Web site address
0014	Title	0018	E-mail address

Reporting Period Information

1. Please report information for your **12-month fiscal period** ending between April 1, 2005 and March 31, 2006. Please indicate below the period covered by this questionnaire.

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 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 the **main** activity, at this business unit, which most accurately describes the **principal** source of 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 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 (CAN\$).
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	CAN\$
1. Same-day delivery services	1503	1512
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 specify 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

	CAN\$
8. All other operating revenue Exclude interest and dividend income. Please report this amount in this section, at question 10.	2077
Please specify major items:	2071
	2072
	2073

Revenue Totals

	CAN\$
9. Total operating revenue (add amounts reported at questions 7 and 8 above)	2080
10. Investment revenue (e.g., dividend and interest 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

		CAN\$
1. Salaries and wages paid to employees Employees are defined as those workers for whom you issued a <i>T4 - Statement of Remuneration Paid</i> (include vacation pay, bonuses and commissions)	3010	
2. Employer portion of employee benefits Paid for all employees for whom you issued a <i>T4 - Statement of Remuneration Paid</i> (include employer contributions to pension, medical/life insurance plans, employment insurance and workers' compensation and contributions to provincial health and education payroll taxes)	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	

Materials, Components and Supply Expenses

		CAN\$
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, repair and maintenance supplies Include: – supplies for the operation, repair and maintenance 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

		CAN\$
10. Light, heat, water and power expenses	4066	
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

		CAN\$
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

	CAN\$
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 peripheral expenses	4130
17. All other rental and leasing expenses	4140

Repair and Maintenance Service Expenses

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

Professional and Business Service Fees

	CAN\$
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

	CAN\$
23. Property and business taxes, licences and permit expenses Include: – 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)

CAN\$

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.

4325

27. Insurance premiums (e.g., liability, auto, building, equipment)

4350

28. Advertising and marketing expenses

4365

29. Travel, meals and entertainment expenses

4370

Amortization and Depreciation Expenses

Include the amortization and depreciation expenses on this business unit's assets and on capital lease obligations (if applicable to this business unit).

CAN\$

30. Vehicles and aircraft

4525

31. All others (e.g., buildings, trailers and other structures, machinery and equipment)

4550

32. **Total amortization and depreciation** (add amounts reported at questions 30 and 31 above)

4520

Other Operating Expenses

CAN\$

33. Bad debts, donations and inventory adjustments

4564

34. All other operating expenses

4569

Exclude interest expenses. Please report this amount in this section, at question 36.

Please specify major items:

4561

4562

4563

Expense Totals

CAN\$

35. **Total operating expenses**

4599

36. 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

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.

	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 vehicles owned and/or leased by your business unit and/or owner operators hired.

	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) <small>9545</small> (please specify):	9546
9. Total number of vehicles and equipment (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**, at question 4), earned from shipments **destined** for:

	%
1. Canada	8377
2. United States	8378
3. All other countries (please specify major countries):	8379
<small>8380</small>	
<small>8381</small>	
<small>8382</small>	
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**, at question 4), earned from shipments originating in:

Origin in Canada		Origin in Canada (continued)	
	%		%
1. Newfoundland and Labrador	8300	10. British Columbia	8345
2. Prince Edward Island	8315	11. Yukon	8355
3. Nova Scotia	8305	12. Northwest Territories	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 Hour(s) 9909 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