



# 2005 Survey of Service Industries: Management, Scientific, and Technical Consulting

If necessary, please correct pre-printed information 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.

### 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*.

### 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.

### Reporting Instructions

- Report for **all** operation(s) and/or location(s) pre-printed in the above address area. If it is not possible to report for the above business unit(s), please explain the reason(s) in the **Comments** section at the end of the questionnaire.
- When precise values are not available from your records, estimates are acceptable.
- For further information about this survey and definitions, please consult the enclosed reporting guide.

### Confidentiality

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

**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, 120 Parkdale Avenue, Ottawa, Ontario K1A 0T6

## 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 **principal** source of revenue.

0261  Administrative Management Consulting and General Management Consulting Services

0262  Human Resource and Executive Search Consulting Services

0263  Other Management Consulting Services

0264  Environmental Consulting Services

0265  Other Scientific and Technical Consulting Services

0040  None of the above

If you checked, "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, 2005 and March 31, 2006. Please indicate below the period covered by this questionnaire.

	YYYY	MM	DD		YYYY	MM	DD
<b>From</b>	0011			<b>To</b>	0012		

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

**Please complete only the questions that are applicable to your business.  
When precise values are not available from your records, estimates are acceptable.**

## D - Revenue

		CAN\$
1. Sales (a detailed sales breakdown will be requested in <b>Section F</b> )	2299	
2. Grants and subsidies	2068	
3. Royalties, rights, licensing and franchise fees	2022	
4. Investment income (dividends and interest)	2097	
5. Other revenue (please specify): <sup>2001</sup>	2077	
6. <b>Total revenue</b> (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 ( <b>include</b> 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 ( <b>include</b> work contracted out, freelancers, payments to personnel suppliers, etc.)	3060
6.	Payments for services provided by your head office	4555
7.	Cost of goods sold – <b>if applicable</b> (purchases <b>plus</b> opening inventory <b>minus</b> closing inventory)	5721
8.	Office supplies	3301
9.	Rental and leasing ( <b>include</b> rental of premises, equipment, motor vehicles, etc.)	4115
10.	Repair and maintenance ( <b>include</b> janitorial services, equipment, motor vehicles, etc.)	4178
11.	Insurance ( <b>include</b> 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 ( <b>include</b> gas, heating, hydro, water)	4066
15.	Telephone 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 of tangible and intangible assets	4520
22.	Charitable donations	4521
23.	Bad debts	4542
24.	All other expenses <sup>4531</sup> (please specify):	4569
25.	<b>Total expenses</b> (sum of questions 1 to 24)	4699
26.	Corporate taxes (if applicable)	4600
27.	Gains (losses) and other items ( <b>include</b> write-offs, foreign exchange, share of partnership income, etc.)	4601
28.	<b>Net profit/loss after tax and other items</b>	2304

## F - Industry Characteristics - Management, Scientific, and Technical Consulting

Please provide a breakdown of your sales.

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

9973

1  \$ **OR** 2  %

2460	1. General, administrative and strategic management consulting services	
2461	2. Financial management consulting services	
2465	3. Marketing management consulting services	
2464	4. Operations management consulting services	
2462	5. Human resources management consulting services	
2463	6. Executive search services	
2469	7. Other management consulting services	
2467	8. Economic consulting services	
2470	9. Information technology consulting services	
2471	10. Environmental consulting services	
2586	11. Waste management consulting services	
2587	12. Agricultural, fishery and biological consulting services	
2473	13. Energy, mining, geological and geophysical consulting services	
2588	14. Safety and security consulting services	
2472	15. Other scientific and technical consulting services	
2558	16. All other sales <sup>2559</sup> (please specify):	
2305	17. <b>Total sales</b> (sum of questions 1 to 16)	

## G - Personnel

		Number
1. Number of <b>non-salaried</b> partners and proprietors (if salaried, report only at question 2 below)	6321	
2. Number of paid employees (based on year-end T4 payroll summaries)	6339	
	<b>%</b>	
3. Percentage of paid employees who worked <b>full-time</b>	6328	
		Number
4. Number of contract workers (for whom you did <b>not</b> issue a T4 such as freelancers and casual workers)	6320	
5. Number of volunteers (including unpaid interns and co-op students) during the reporting period	6014	
		Number of hours
6. Total number of hours worked by volunteers during the reporting period	6026	

## H - Sales by Type of Client

Please provide a percentage breakdown of your sales by type of client.

		%
1. <b>Clients in Canada</b>		
a) Businesses	8112	
b) Individuals and households	8100	
c) Governments and public institutions (e.g., hospitals, schools)	8233	
2. <b>Clients outside Canada</b>	8140	
<b>Total</b>		<b>100%</b>

## 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. <b>Clients outside Canada</b>	8401	
<b>Total</b>		<b>100%</b>

## J - International Transactions in Services

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

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

<sup>1</sup> **Other European Union countries** (defined as Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, and Netherlands).

<sup>2</sup> **Middle East countries** (defined as Armenia, Azerbaijan, Bahrain, Georgia, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Oman, Palestinian Territory, Qatar, Saudi Arabia, Syrian Arab Republic, United Arab Emirates, and Yemen).

<sup>3</sup> **Other Asian Pacific countries** (defined as Brunei Darussalam, Indonesia, Malaysia, Papua New Guinea, Philippines, Singapore, South Korea, Taiwan, Thailand, and Vietnam).

## K - Provincial/Territorial Distribution

1. Please report the number of permanent business units/locations operating in Canada during the reporting period. Business unit is defined as the lowest level of the firm for which separate records are kept for such details as revenue, expenses and employment.

Number

5001

2. Do you have permanent business units/locations in more than one province or territory?

9966

1  Yes – Please complete question 3

3  No – Please go to Section L

3. Please report the following data for the provinces or territories in which you have business units.

Please indicate if you are reporting in **either** Canadian dollars **or** percentages.

9967

1  \$

OR

2  %

Province/ Territory	Number of business units (locations)	Total revenue minus investment income	Salaries, wages and employee benefits	Amortization of tangible and intangible assets	Total expenses
1. Newfoundland and Labrador	5002	4824	4826	4827	4927
2. Prince Edward Island	5003	4829	4831	4832	4932
3. Nova Scotia	5004	4834	4836	4837	4937
4. New Brunswick	5005	4839	4841	4842	4942
5. Quebec	5006	4844	4846	4847	4947
6. Ontario	5007	4849	4851	4852	4952
7. Manitoba	5008	4854	4856	4857	4957
8. Saskatchewan	5009	4859	4861	4862	4962
9. Alberta	5010	4864	4866	4867	4967
10. British Columbia	5011	4869	4871	4872	4972
11. Yukon	5014	4874	4876	4877	4977
12. Northwest Territories	5013	4879	4881	4882	4982
13. Nunavut	5012	4884	4886	4887	4987
14. Total	5015	4889	4891	4892	4992

## L - Certification

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

Signature of authorized person 0018	Title 0014	0015	Date YYYY MM DD
--	---------------	------	--------------------------

Name of person to contact for further information: 0026	0013	First name
1 <input type="checkbox"/> Mr. 2 <input type="checkbox"/> Mrs. 3 <input type="checkbox"/> Miss 4 <input type="checkbox"/> Ms	0054	Last name

E-mail address 0018	Web site address 0020
------------------------	--------------------------

Telephone number 0017	Extension number 0027	Fax number 0016
--------------------------	--------------------------	--------------------

How long did you spend collecting the data and completing this 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 \_\_\_\_\_

FOR  
INFORMATION  
ONLY

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

Statistics Canada's publications are available for use in all major libraries.  
As well, please visit our Web site at [www.statcan.ca](http://www.statcan.ca).

If you need help, please contact us at **1 888 881-3666**.