



# 2006 Survey of Service Industries: Employment Services

**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.**

If necessary, please make address label corrections in the boxes 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. For more information on this survey, please access [www.statcan.ca/english/survey/index.htm](http://www.statcan.ca/english/survey/index.htm).

### 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.

### Confidentiality

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

### 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*.

**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, 150 Tunney's Pasture Driveway, Ottawa, Ontario K1A 0T6

Visit our website at [www.statcan.ca](http://www.statcan.ca)



## 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 **main** source of revenue.

0267  Permanent placement services and contract staffing services

0268  Temporary staffing services

0260  Co-employment staffing services provided by a professional employer organization (PEO)

0040  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, 2006 and March 31, 2007. 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

## Reporting Instructions:

- Report for business unit(s) specified on the label on the front page.
- Complete only the questions that apply to your business.
- When precise figures are not available, please provide your best estimate.
- Report in Canadian dollars only. Dollar amounts and percentages should be rounded to whole numbers.
- Consult the enclosed Reporting Guide for further information.

## D - Revenue

1. **Sales of goods and services** (e.g., rental and leasing income, commissions, fees, admissions, services revenue)

Report net of returns and allowances. A detailed breakdown will be requested in **Section F**.

2. Grants, subsidies, donations and fundraising

3. Royalties, rights, licensing and franchise fees

4. Investment income (dividends and interest)

5. Other revenue (please specify):

2001

2077

6. **Total revenue** (sum of questions 1 to 5)

2098

CAN\$

2299

2068

2022

2097

## E - Expenses

		CAN\$
1.	Salaries and wages of employees who have been issued a T4 statement { <b>include</b> salaries and wages paid to internal employees and to employees temporarily assigned}	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 such as payments to freelancers, personnel suppliers, artists, etc.) { <b>include also</b> amounts paid to contractors temporarily assigned (not T4 recipients)}	3060
6.	Charges 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 (e.g., property, equipment, vehicles)	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, Internet 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 and depreciation of tangible and intangible assets	4520
22.	Charitable donations	4521
23.	Bad debts	4542
24.	All other expenses (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 (see Reporting Guide)	4601
28.	<b>Net profit/loss after tax and other items</b> (see Reporting Guide)	2304

## F - Industry Characteristics - Employment Services

### Sales of goods and services breakdown

		CAN\$
1. Fees received for executives permanently placed	2696	
2. Fees received for all other workers permanently placed	2697	
3. Revenue received for employees temporarily assigned (T4 recipients)	2654	
4. Revenue received for contractors temporarily assigned (not T4 recipients)	2655	
5. Other sales of goods and services (please specify):	2559	2558
6. <b>Total sales of goods and services</b> (sum of questions 1 to 5)	2305	

### Labour costs

		CAN\$
7. Salaries, wages and benefits paid to internal employees	3030	
8. Salaries, wages and benefits paid to employees temporarily assigned (T4 recipients)	3020	
9. Amounts paid to contractors temporarily assigned (not T4 recipients)	3008	

### Hours billed

		Number of hours billed
10. Number of hours billed for employees temporarily assigned (T4 recipients)	6327	
11. Number of hours billed for contractors temporarily assigned (not T4 recipients)	6373	

### Occupational groups

Number of internal employees, executives permanently placed, other workers permanently placed, employees temporarily assigned and contractors temporarily assigned by type of occupational group

	Internal employees (T4 recipients)		Executives permanently placed		Other workers permanently placed		Employees temporarily assigned (T4 recipients)		Contractors temporarily assigned (not T4 recipients)	
	Number									
12. Management	6191		6002		6038		6081		6090	
13. Office/clerical and administrative support	6192				6039		6082		6091	
14. Information technology (IT)	6193				6041		6083		6092	
15. Professional (excluding IT)	6194				6042		6084		6093	
16. Technical (excluding IT)	6195				6043		6085		6094	
17. Industrial/trades	6196				6046		6086		6095	
18. Sales/marketing	6197				6053		6087		6096	
19. Other	6198				6054		6088		6097	
20. <b>Total</b> (sum of questions 12 to 19)	6330		6037		6069		6089		6098	

## G - Not applicable

## H - Sales by Type of Client

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

### 1. Clients in Canada

a) Businesses

8112

%

b) Individuals and households

8100

c) Governments and public institutions (e.g., hospitals, schools)

8233

### 2. Clients outside Canada

8140

**Total**

**100%**

## 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. Clients outside Canada

8401

**Total**

**100%**

## J - K - Not applicable

FOR  
INFORMATION  
ONLY

## L - Contact Information

0015

Date completed

YYYY

MM

DD

--	--	--

Name of person to contact about this questionnaire:

0026 1  Mr. 2  Mrs. 3  Miss 4  Ms

First name

0013

Last name

0054

Title

0014

E-mail address

0018

Website address

0020

Telephone number

0017

( )

Extension number

0027

Fax number

0016

( )

Hour(s)

Minutes

How long did you spend collecting the data and completing the questionnaire?

9910

9909

## M - Comments

We invite your comments below. Please be assured that we review all comments with the intent to improve the survey.

9920

FOR  
INFORMATION  
ONLY

9913

9914

9915

9916

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

Visit our website at [www.statcan.ca](http://www.statcan.ca)