U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU



FORM

**SA-42A(MSBO)** 

# DUE DATE

NOTICE — Your response is required by law. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the U.S. Census Bureau. By the same law, your report is confidential. It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

### Any questions call 1-800-772-7851

Return the completed report in the enclosed preaddressed envelope by the due date shown above. PROMPT RETURN WILL RESULT IN CONSIDERABLE SAVINGS TO YOUR GOVERNMENT.

### **RETURN TO**



 U.S. CENSUS BUREAU 1201 East 10th Street Jeffersonville, IN 47132-0001 FAX 1-800-447-4613

# 2005 ANNUAL TRADE SURVEY MANUFACTURERS' SALES BRANCHES AND OFFICES

# INFORMATION COPY DO NOT USE TO REPORT

(Please correct any error(s) in name, address, and ZIP Code)

# INTERNET REPORTING You may complete this survey online at:

Username: Password:

http://www.census.gov/econhelp/ats

using your firm's unique username and original password, if you change your password, please keep a record for reference

#### REPORTING INSTRUCTIONS

- This report should cover ALL manufactures' sales branches and offices **operated by your company and its subsidiaries in the the United States** (all 50 States and the District of Columbia), except for subsidiaries of operating units which have been requested to submit separate Annual Trade Survey Reports to the U.S. Census Bureau.
- Report data "for calendar year(s) requested." If calendar year records are not available, data for the fiscal year will be acceptable. Indicate in the appropriate items the periods covered.
- For establishments sold or acquired during 2005, report data only for the period the establishments were operated by your firm.
- If book figures are not available, carefully prepared estimates for data items are acceptable for the statistical purposes of this survey. Be sure to complete every item. Enter "0" in items where appropriate.
- If estimates are used for any data items, please identify which question numbers contain estimates in item (1) Remarks section.
- Please explain any significant year-to-year data changes, clarify your responses, or indicate where data was estimated in item **(1)** Remarks section.

## 1 ELIGIBILITY FOR THIS FORM

A. In 2005, did this firm or its parent, subsidiaries, or affiliates have any manufacturing or mining operations in the United States?

 $\square$  YES — Continue with **1**B.

NO -> Go to page 4. Describe your type of business in item n Remarks section, then complete item Certification and return this form in the enclosed envelope.

B. In 2005, did this firm or its subsidiaries have any sales locations that sold (or distributed) products manufactured or mined in the United States either by this firm itself, or by a parent, subsidiary, or affiliated company?

 $\square$  YES - Continue with  $oldsymbol{2}$ .

NO — Go to page 4. Describe your type of business in item (1) Remarks section, then complete item (1) Certification and return this form in the enclosed envelope.

NUMBER OF MANUFACTURERS' SALES BRANCHES AND OFFICES			Number in 2005 Number in 2004							
What were the total numbers of sales branches and offices that met		110	31 111 20	160						
the criteria below on December 31, 2005 and 2004?										
lude:										
<ul> <li>Sales locations where more than half of the goods sold consist of goods or mined in the United States by this firm itself or by a parent, subsidiary or mine</li> </ul>					<b>NOTE:</b> ted "0," p	lease de				
<ul> <li>Sales locations that are co-located with manufacturing plants, but for wh</li> </ul>	•	•			locations nd its sub		- /			
<ul> <li>Sales locations located separately from a warehouse, manufacturing, or of sales locations regardless of whether they held inventory</li> </ul>	other operating loca	ition	item	10 Rem	narks sec	tion. Co	mplet			
<ul> <li>Sales locations regardless of whether they held inventory</li> <li>Centers where orders are taken or solicited, and offices of marketing or s</li> </ul>	ales managers, for v	which		_	ification the enclo					
records are kept separately from those of manufacturing plants			uns	101111 111	the ener	Jaca env	ciope			
lude:										
<ul> <li>Agents or brokers primarily selling goods on consignment</li> <li>Locations where more than half of the goods sold consist of goods manu States and/or goods purchased from other companies</li> </ul>	factured outside the	e United								
Manufacturing locations without separate sales personnel										
Locations selling directly to the general public										
DOLLAR VOLUME OF BUSINESS										
▶ <b>NOTE:</b> Carefully prepared estimates are acceptable if book figures ar	e not available.									
Instructions: Sales should cover 12 months of data. If sales a	re for a fiscal									
year, sales should represent 12 months of data a least 6 months of data from the referenced year.	and include at									
least o months of data from the referenced year.			2005			2004				
			Mil.  Thou	ı. Dol.		Mil. Th	ou.			
		100	ı	I	150	I	- 1			
A. In 2005 and 2004, what were the total sales and other operati	na receipts	1	1		1	1	- 1			
<ul> <li>A. In 2005 and 2004, what were the total sales and other operating for only the sales branches and offices reported in ②?</li> <li>Include e-commerce sales reported in ④B.</li> </ul>		I	I				l			
for only the sales branches and offices reported in ②?  • Include e-commerce sales reported in ④B.	EXCLUDE  Direct sales ma Foreign sales o Commissions e Inter-company your own com Taxes (sales, excustomers and Non-operating investments, ar Receipts from compended The actual value purchaser, ever	f goods the arned for the transfers pany coise, and paid direct receipts (sond receipts coustomers).	at never eathe sale of to other eother) coll tly to a Fe uch as interfered for carrying for returned as and discontinuous and discontinuous and discontinuous as as a section as a	ntered the product stablish ected did deral, Stablish erest incorrental or ag or other disposals counts general stables and stables are stables and stables are st	te United ts in the United ments in rectly fro- cate, or lo- ome, incor r sale of r der credit	I States United State In	gency n e)			
• Include e-commerce sales reported in ②?  • Include e-commerce sales reported in ③B.  INCLUDE  • All sales of your sales branches and offices reported in ② whether they are your own products or products you purchased  • Gross value of sales made on a commission basis for non-affiliated firms  • Cash and credit sales of goods  • Receipts from freight, installations, rentals, maintenance, repairs, alterations, storage, and other such services  • Excise taxes (such as those on gasoline, liquor, and tobacco) which are levied on the manufacturer and included in the cost of goods  B. Did more than 50% of the amounts reported in ③ A represent products that were manufactured, assembled or mined in the United States by your company, its subsidiaries, or affiliates?	EXCLUDE  Direct sales ma Foreign sales or Commissions e Inter-company vour own compour Taxes (sales, excustomers and Non-operating investments, ar Receipts from compount PEDUCT  Refunds and all The actual value purchaser, ever	f goods the arned for the transfers pany coise, and paid direct receipts (s) and receipts (s) the transfers pany are coincided as a constant of the transfer o	at never eathe sale of to other eother) coll tly to a Fe uch as interfered for carrying for returned as and discalars an incollection.	ntered the product stablish ected didderal, Sterest incrental or go or oth discounts generate in the product of	ts in the laments in	I States United States United States I m I more from the state of the	gency n e) Ce			
<ul> <li>Include e-commerce sales reported in ②?</li> <li>Include e-commerce sales reported in ③B.</li> <li>INCLUDE</li> <li>All sales of your sales branches and offices reported in ② whether they are your own products or products you purchased</li> <li>Gross value of sales made on a commission basis for non-affiliated firms</li> <li>Cash and credit sales of goods</li> <li>Receipts from freight, installations, rentals, maintenance, repairs, alterations, storage, and other such services</li> <li>Excise taxes (such as those on gasoline, liquor, and tobacco) which are levied on the manufacturer and included in the cost of goods</li> <li>B. Did more than 50% of the amounts reported in ③ A represent products that were manufactured, assembled or mined in the United States by your company, its subsidiaries, or affiliates?</li> <li>C. Did you report sales figures in ③ A for periods that began on January 1 and ended on December 31?</li> <li>1 YES - Continue with ④ on the next page.</li> </ul>	EXCLUDE  Direct sales ma Foreign sales or Commissions e Inter-company vour own compour Taxes (sales, excustomers and Non-operating investments, ar Receipts from compount PEDUCT  Refunds and all The actual value purchaser, ever	f goods the arned for the transfers pany coise, and paid direct receipts (sond receipts coustomers).	at never eather sale of to other other) coll tily to a Fe uch as interfered for carrying for returned as and discalars an incomplete the collection of the c	ntered the product stablish ected didderal, Sterest incrental or gor oth discounts generate in the product of t	ts in the laments in	I States United So m heal tax a heal tax a heal estat h	gency n e) ce			
<ul> <li>Include e-commerce sales reported in ③ P</li> <li>Include e-commerce sales reported in ③ B.</li> <li>INCLUDE</li> <li>All sales of your sales branches and offices reported in ② whether they are your own products or products you purchased</li> <li>Gross value of sales made on a commission basis for non-affiliated firms</li> <li>Cash and credit sales of goods</li> <li>Receipts from freight, installations, rentals, maintenance, repairs, alterations, storage, and other such services</li> <li>Excise taxes (such as those on gasoline, liquor, and tobacco) which are levied on the manufacturer and included in the cost of goods</li> <li>B. Did more than 50% of the amounts reported in ③ A represent products that were manufactured, assembled or mined in the United States by your company, its subsidiaries, or affiliates?</li> <li>C. Did you report sales figures in ③ A for periods that began on January 1 and ended on December 31?</li> <li>1 YES - Continue with ④ on the next page.</li> <li>2 NO → Please report your beginning and</li> </ul>	EXCLUDE  Direct sales ma Foreign sales or Commissions e Inter-company vour own compour Taxes (sales, excustomers and Non-operating investments, ar Receipts from compount PEDUCT  Refunds and all The actual value purchaser, ever	f goods the arned for the transfers pany coise, and paid direct receipts (s) and receipts (s) the transfers pany are coincided as a constant of the transfer o	at never eathe sale of to other eother) coll tly to a Fe uch as interfered for carrying for returned as and discalars an incollection.	ntered the product stablish ected didderal, Sterest incrental or go or oth discounts generate in the product of	ts in the laments in	I States United States United States I m I more from the state of the	gency n e) Ce			
INCLUDE  • All sales of your sales branches and offices reported in ② whether they are your own products or products you purchased  • Gross value of sales made on a commission basis for non-affiliated firms  • Cash and credit sales of goods  • Receipts from freight, installations, rentals, maintenance, repairs, alterations, storage, and other such services  • Excise taxes (such as those on gasoline, liquor, and tobacco) which are levied on the manufacturer and included in the cost of goods  B. Did more than 50% of the amounts reported in ③ A represent products that were manufactured, assembled or mined in the United States by your company, its subsidiaries, or affiliates?  C. Did you report sales figures in ③ A for periods that began on January 1 and ended on December 31?  1 YES - Continue with ④ on the next page.  2 NO Please report your beginning and ending dates for 2005 and 2004	EXCLUDE  Direct sales ma Foreign sales or Commissions e Inter-company your own comp Taxes (sales, excustomers and Non-operating investments, ar Receipts from compensation  DEDUCT  Refunds and all The actual value purchaser, ever	f goods the arned for the transfers pany coise, and paid direct receipts (s) and receipts (s) the transfers pany are coincided as a constant of the transfer o	at never eathe sale of to other eother) coll tly to a Fe uch as interfered for carrying for returned as and discalars an incollection.	ntered the product stablish ected didderal, Sterest incrental or go or oth discounts generate in the product of	ts in the laments in	I States United States United States I m I more from the state of the	gency n e) Ce			

<b>3</b> E-COMMERCE								
A. Did the sales branches and offices reported in 2 have any e-commerce and/or Ele Interchange (EDI) network sales during 2005 and 2004?								
-commerce sales and/or receipts are sales of goods and services, where an order is placed by the buyer or price and terms of the sale are negotiated over an Internet, extranet, EDI network, electronic mail, or the online system. Payment may or may not be made online.								
120 1 YES – Continue with 4B	ф D:I		Thou.	D-I	¢ D∷		Thou.	Dal
$2 \square NO \longrightarrow Go to $	\$ BII.	VIVIII.	i nou.	Dol.	\$ Bil.	IVIII.	i nou.	Dol.
							i i	
B. What were the total e-commerce and EDI network sales and/or receipts for 2005 and 2004 for the sales branches and offices reported in 2?		I		l				
• These amounts should equal the sum of <b>4B1</b> and <b>4B2</b> shown below.	115	<del>                                     </del>		-	165			
Also include these amounts in item ③A.				 				
1. Did the sales branches and offices reported in 2 have EDI network sales during 2005 and 2004? (This includes EDI over the Internet)		 		 				
131 1 ☐ YES → What was the amount of these sales?								
2 NO – Continue with 4 B2	114	 	I   	 	164		! ! 	
2. Did the sales branches and offices have Internet, extranet, electronic mail or other online system sales during 2005 and 2004? (Exclude EDI).		 	 	   			 	
130 1 YES → What was the amount of these sales?								
2 NO – Continue with 5								
3 VALUE OF INVENTORIES								
A. Did establishments covered by this report own inventories (regardless of where	held) a	at the	end of	f 2005	or 200	)4?		
320 1 YES – Go to line B.								
2 ☐ NO – Go to item <b>3</b> .								
B. Report inventories of products covered by this report, owned as of December 31:	\$ Bil.		f 2005 Thou.		\$ Bil.		f 2004 Thou.	Dol.
1. Total inventories before Last-in, First-out (LIFO)	200		 	 	250		 	
adjustment (if any)	301				351			
<b>2.</b> LIFO reserve (if any)	i		I I		i			
Li O loscivo (ii airy)	305				355			
3. Total inventories after LIFO adjustment (Line B1 minus line B2.)	<u> </u>				!		 	
3 INVENTORY BY VALUATION METHOD								
Report how much of the inventory reported in ⑤B1 was subject to each	!	End o	f 2005			End o	f 2004	
valuation method:	\$ Bil.	Mil.	Thou.	Dol.	\$ Bil.	Mil.	Thou.	Dol.
	302		 	l I	352		 	
A. LIFO valuation method before adjustment	L '		 					
	303				353			
B. Any other valuation method	200				050			
	306			  -	356			
C. Total (Line A plus line B. Total should equal §B1.)								
7 INVENTORY OUTSIDE OF THE UNITED STATES								
	End of 2005							
A. Were any of the inventories reported in ⑤B1 stored or en route outside the U.S. (50 states and the District of Columbia), or stored in U.S.	\$ Bil.		Thou.		]			
Customs In-Bond Warehouses or Foreign Trade Zones?	204							
1 ☐ YES – Report the dollar amount				 				
2 ☐ NO – Continue with item B.								
	2005 2004					4		
	Month	Day	,	'ear	Month	Day	, Y	ear
B. What are the dates for the inventory reported in ⑤B1 above, IF they are	203				253			
OTHER than December 31?		1			I	1	1	

										Page 4				
OPERATING EXPENSES OF SALES BRANCHES AND OFFICES			2005 2004											
			\$ Bil.	Mil.	Thou.	Dol.	\$ Bil.	Mil.	Thou	. Dol				
What were the total operating expenses during 2005 and 2004 for only		500				550		Ţ	Ţ					
the sales branches and offices reported in	<b>2</b> ?		·	<u>.                                    </u>	<u> </u>	l 		<u> </u>	<u> </u>	<u> </u>	_			
<ul> <li>Fringe benefits and supplements to wages and salaries</li> <li>Liquor and tobacco tax stamps, taxes, and license fees</li> <li>Equipment which was expensed (rather than capitalized)</li> <li>Depreciation and amortization charges including depreciation charge on equipment obtained through a capital or full payout lease, or on equipment rented to others through an operating lease</li> <li>Lease and rental payments made for equipment leased under an operating lease</li> <li>Advertising services and expenses</li> <li>Commission paid to others</li> <li>Office supplies, postage, shipping and packing materials and</li> <li>Operating expenses</li> <li>Sales and other directly to a Fedurative to a Fedurative</li></ul>				ner taxes collected directly from customers and paid Federal, State, or local agency nses or withdrawals by, proprietors and partners of an ed firm										
stock or have the power to control the n														
observed the name and additional properties of the name and additiona	ess of the owning or loyer Identification Num	nber?	66											
10 Remarks – Please use this space to exp	lain anu ainnifiaent vaa		h	40.010							_			
962 or to indicate where data wa	is estimated.	r to year data e.	ianges,		my yo	ar res	ponse		ENSUS	USE				
CERTIFICATION — This report is substantia	lly accurate and has been	prepared in accord	dance wit	h inst	ructions	S.								
Name of person to contact regarding this report (Please print) 950  Address (Number and street, city, State, 2 951		P Code)		954	ado Ni	Telepl	none	Ir.	tors:-					
					Area co	ode N	umber		EX	tensio	n			
	<del></del>				955		Fax nu	mber						
Signature of authorized person	Title 952	<b>I</b>	ate 53		Area co	ode N	umber							
957 E-mail address		99	66 Interne	et addı	ess (fir	m's ho	mepag	e)						
	htt			tp://										
Public reporting burden for this collection of information is estimated to average 30 minutes per response, i				ise, including the time for assembling data from existing records										

and completing the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0195, U.S. Census Bureau, 4700 Silver Hill Road, Stop 1500, Washington, DC 20233-1500. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0195" as the subject. PLEASE INCLUDE FORM NAME AND NUMBER IN ALL CORRESPONDENCE. Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget. This 8-digit number appears in the top right corner of this form.

Thank you for completing your Annual Trade Survey.