



# 2007 ECONOMIC CENSUS

## Administrative and Other Support Services

**DUE DATE**  
**FEBRUARY 12, 2008**

**Mail** your completed form to:  
**U.S. CENSUS BUREAU**  
**1201 East 10th Street**  
**Jeffersonville, IN 47134-0001**

**AS-56102**

**INFORMATION COPY  
DO NOT USE TO REPORT**

*(Please correct any errors in this mailing address.)*

**Please read** the accompanying information sheet(s) before answering the questions.

**Need help or have questions about filling out this form?**

**Visit** [www.census.gov/econhelp](http://www.census.gov/econhelp)

**Call** 1-800-233-6136, between 8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday.

**- OR -**

**Write** to the address above. Include your 11-digit Census File Number (CFN) printed in the mailing address.

**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 CENSUS 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.

- Use blue or black ballpoint pen.
  - Do not use pencil or felt-tip pen.
  - Place an "X" inside the box.
  - Please center numbers in their respective boxes.
  - Do not put slashes through 0 or 7.
- Examples:  0 1 2 3 4 5 6 7 8 9

The reporting unit for this form is an establishment. An **establishment** is generally a single physical location where business is conducted or where services or industrial operations are performed. For further clarification, see information sheet(s).

**1 EMPLOYER IDENTIFICATION NUMBER**  
Is the Employer Identification Number (EIN) shown in the mailing address the same as the one used for this establishment on its latest 2007 Internal Revenue Service Form 941, Employer's Quarterly Federal Tax Return?

0021  Yes - Go to **2**    0022  No - Enter current EIN (9 digits) → 0025  -

**2 PHYSICAL LOCATION**

**A. Is this establishment's physical location the same as shown in the mailing address?**  
(P.O. Box and rural route addresses are not physical locations.)

0031  Yes - Go to line B

0032  No - Enter physical location →

0035 Number and street			
0036 City, town, village, etc.		0037 State	0038 ZIP Code
<input type="text"/>		<input type="text"/>	<input type="text"/>

**B. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?**  
(Mark "X" only ONE box.)

0041  Yes    0042  No    0043  No legal boundaries    0044  Do not know

**C. In what type of municipality is this establishment physically located?** (Mark "X" only ONE box.)

0046  City, village, or borough    0047  Town or township    0048  Other    0024  Do not know

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**3 OPERATIONAL STATUS**

Which ONE of the following best describes this establishment's operational status at the end of 2007?  
(Mark "X" only ONE box.)

0011  In operation

0013  Temporarily or seasonally inactive

0014  Ceased operation - Give date at right

Month	Day	Year

0015  Sold or leased to another operator - Give date at right  
AND enter name and address of new owner or operator  
and Employer Identification Number (EIN) below

0018

0060 Name of new owner or operator		0061 EIN (9 digits)	
		-	
0062 Mailing address (Number and street, P.O. Box, etc.)			
0063 City, town, village, etc.	0064 State	0065 ZIP Code	
		-	

0016  Other - Specify

0815

**4 MONTHS IN OPERATION**

Mark "X" if None 2007 Number

Number of months in operation during 2007 (If none, mark "X" and go to 50.) . . . . . 0002

HOW TO REPORT DOLLAR FIGURES

Dollar figures should be rounded to thousands of dollars.

If a figure is \$1,025,628.79:

Report

If a value is "0" (or less than \$500.00):

Report

Mark "X" if None

2007			
\$ Bil.	Mil.	Thou.	Dol.
	1 0 2 6		

**5 SALES, SHIPMENTS, RECEIPTS, OR REVENUE**

Report operating receipts of this establishment

- Collection agencies should include commissions, plus gross recoveries from purchased receivables. Do not report gross amounts collected on a commission basis.
- Industrial development organizations should report total revenue, including contributions, gifts, and grants.

Mark "X" if None

2007			
\$ Bil.	Mil.	Thou.	Dol.

Operating receipts . . . . . 0100

**6 Not Applicable.**

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If not shown, please enter your 11-digit Census File Number (CFN) from the mailing address.

**7 EMPLOYMENT AND PAYROLL**

**Include:**

- Full- and part-time employees working at this establishment whose payroll was reported on Internal Revenue Service Form 941, Employer's Quarterly Federal Tax Return, and filed under the Employer Identification Number (EIN) shown in the mailing address or corrected in 1.

**Exclude:**

- Temporary staffing obtained from a staffing service.
- Contractors, subcontractors, or independent contractors.
- Full- or part-time leased employees whose payroll was filed under an employee leasing company's EIN.
- Purchased or managed services, such as janitorial, guard, or landscape services.
- Professional or technical services purchased from another firm, such as software consulting, computer programming, engineering, or accounting services.

For further clarification, see information sheet(s).

**A.** Number of employees for pay period including March 12 . . . . . 0320

2007
Number

**B.** Payroll before deductions (Exclude employer's cost for fringe benefits.)

Mark "X" if None

2007			
\$ Bil.	Mil.	Thou.	Dol.

1. Annual payroll . . . . . 0300

2. First quarter payroll (January-March, 2007) . . . . . 0310

**8 - 13** Not Applicable.

**19 KIND OF BUSINESS OR ACTIVITY**

Which ONE of the following best describes this establishment's principal kind of business or activity in 2007? (Mark "X" only ONE box.)

**Document preparation and court reporting services**

- 0700 561 410 00 1  Typing, word-processing, or other secretarial services
- 561 410 00 3  Document preparation services, including editing, typing, and transcription
- 561 492 00 1  Court reporting or stenotype services

**Telephone call centers**

- 561 421 00 1  Telephone answering services
- 561 421 00 2  Voice mail/mailbox services
- 561 422 00 1  Telemarketing bureaus - selling, taking orders, and/or soliciting contributions, information, etc., on a contract basis
- 561 422 00 2  Call/contact center - initiating or receiving communications via telephone, facsimile, email, or other communication modes for administering product support or information inquiries
- 777 561 02 1  Telemarketing centers - selling this company's own products and services - Specify products or services sold ↴

0701

**Business service centers, including duplication and mailing services**

- 323 114 00 1  Quick printing - providing printing services using small offset presses or duplicators with or without photocopying services
- 561 439 00 3  Copy centers/shops - providing photocopying, blueprinting, or other document copying services without in-house printing operations (Printing may be contracted out.)

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**19** KIND OF BUSINESS OR ACTIVITY - Continued

**Business service centers, including duplication and mailing services - Continued**

- 0700 777 561 02 2  Other printing services - *Specify* ↴
- 0701
- 518 210 00 D  Microfilm recording or optical scanning services
- 777 561 02 3  Other reproduction or duplication services - *Specify* ↴
- 0701
- 561 431 00 1  Private mail centers - providing mailbox rental, postal shipping services, and related office support services (e.g., fax services, on-site PC rental, office product sales)
- 561 499 00 1  Mail presorting and mailing services
- 491 110 00 1  Post office contract stations
- 541 860 00 1  Direct mail advertising services, excluding mailing list services
- 561 910 00 1  Packaging and labeling services (i.e., apparel folding and packaging, shrink wrapping), excluding aerosol packaging
- 325 998 00 1  Aerosol packaging service
- 488 991 00 1  Packing, crating, and preparing goods for shipping

**Credit bureaus, collection, and repossession services**

- 561 440 00 4  Collection agencies
- 561 450 20 1  Mercantile credit reporting agencies
- 561 450 10 1  Consumer credit reporting agencies
- 561 440 00 6  Adjustment bureaus
- 561 491 00 1  Repossession services
- 561 440 00 5  Debt collection services
- 773 000 00 4  Other credit bureaus, collection, and repossession services - *Specify* ↴
- 0701

**Other administrative and business support services**

- 561 920 00 1  Convention and trade show organizers or management services
- 561 591 00 1  Convention and visitor bureaus
- 561 990 30 1  Economic/industrial development organizations
- 339 950 00 1  Manufacturer of signs and related displays (*Exclude printing paper and paperboard signs, notices, and displays.*)
- 541 890 30 1  Sign painting and lettering shops
- 561 990 20 1  Water softening and conditioning services
- 561 499 00 4  Fundraising services, on a contract or fee basis

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If not shown, please enter your 11-digit Census File Number (CFN) from the mailing address.

19 KIND OF BUSINESS OR ACTIVITY - Continued

Other kind of business or activity

- 0700 561 990 90 4  Auctioneer - independent, providing calling services on a contract basis
- 453 998 30 A  Auction house (excluding art) - selling new or used merchandise to the general public on an auction basis
- 453 920 00 6  Art auction houses
- 777 561 02 5  Wholesale auction company - selling goods for resale or durable non-consumer goods (e.g., used automobiles, livestock) on an auction basis - *Specify type of auction good* ↴
- 0701
- 777 561 02 4  Embroidering on textile products - *Specify type of textile product* ↴
- 0701
- 812 990 10 2  Bail bonding services
- 561 990 10 1  Trading stamp sales offices or redemption services
- 541 410 00 1  Interior design services
- 541 420 00 1  Industrial design services - developing designs that optimize the use, value, and appearance of products
- 512 240 00 1  Sound recording studio, including independent establishments recording musical performances, but not engaged in production or distribution
- 522 320 90 3  Credit and/or debit card processing services
- 561 990 90 1  Inventory counting services
- 777 561 02 6  Fulfillment services (i.e., third party distributors of merchandise on a contract basis) - *Specify type of merchandise* ↴
- 0701
- 773 000 00 2  Other kind of business or activity - *Specify* ↴
- 0701

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**20 CLASS OF CUSTOMER**

Estimate the percentage of receipts (reported in 5) by class of customer.

Collection agencies should estimate receipts based on the business category of their clients and should **not** report receipts from "Individuals."

		2007	
		Whole percent of receipts	
1. Individuals (Include receipts from individually owned businesses on lines 2, 3, 4, or 5 as appropriate.)	3100		%
2. Retailers	3101		%
3. Banks, insurance companies, and other financial institutions	3102		%
4. Hospitals and other health care services	3103		%
5. All other business firms and farms	3104		%
6. Not-for-profit organizations (Include religious organizations)	3107		%
7. Federal government	3105		%
8. State and local governments	3106		%
<b>9. TOTAL</b>		<b>1 0 0</b>	<b>%</b>

**21 SUPPORT SERVICES**

Was this establishment primarily engaged in providing management, administrative, or support services to other establishments of your enterprise (rather than for the general public or other business firms) in 2007?

0998  Yes

0999  No

<p><b>HOW TO REPORT PERCENTS</b></p>	2007				
	Estimates are acceptable. Report dollars OR percents.				
	\$ Bil.	Mil.	Thou.	Dol.	Percent
<p>If figure is <b>38.76%</b> of total sales:</p>	<b>Report whole percents</b>				3 9

**22 DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE**

(Report receipts by source either as a dollar figure or as a whole percent of total receipts (reported in 5). See HOW TO REPORT DOLLAR FIGURES on page 2 and HOW TO REPORT PERCENTS above. Do not combine data for two or more receipts lines.)

**Line 4** - Report receipts from providing copying and reproduction services from an original hard copy or an electronic copy. Include reprinting blueprints and architectural drawings.

**Line 5** - Report receipts from providing black and white or color printing services of all sizes. Include offset, quick, and digital printing services. Exclude lithographic, gravure, flexography, and screen printing services.

**Line 7** - Report receipts from telemarketing services, including promotional and advertising telephone-based services, market research and polling telephone-based services, and customer service telephone-based services.

**Line 10** - Report receipts from providing packaging and labeling services on contract, or outsourced basis of client-owned products.

**Line 17** - Report receipts from the production and management of special events, such as trade fairs and conventions. Include receipts from a variety of sources, such as products sold, advertising, admissions, and management fees.

**Line 18** - Report receipts from planning, organizing, marketing, and managing a live sports or performing arts event on behalf of others, including venue owners, performers, etc.

CONTINUE WITH 2 ON PAGE 7

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If not shown, please enter your 11-digit Census File Number (CFN) from the mailing address.

**22** DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE - Continued

Description of sales, shipments, receipts, or revenue	Census use	2007				
		Estimates are acceptable. Report dollars OR percents.				
		\$ Bil.	Mil.	Thou.	Dol.	Percent
0723	0720	0721				0722
<b>1.</b> Document preparation services <i>(Include editing, proofreading, layout, desktop publishing, etc.)</i> . . . . .	32890					
<b>2.</b> Typing services . . . . .	32900					
<b>3.</b> Document finishing services <i>(Include binding, mounting, laminating, folding, etc.)</i> . . . . .	32910					
<b>4.</b> Copying and reproduction services . . . . .	32920					
<b>5.</b> Printing services . . . . .	35560					
<b>6.</b> Stenographic services <i>(Include court reporting services)</i> . . . . .	32940					
<b>7.</b> Telemarketing services						
<b>a.</b> Outbound telemarketing services . . . . .	32951					
<b>b.</b> Inbound telemarketing services . . . . .	32952					
<b>c. Sum lines 7a and 7b</b> . . . . .	32950					
<b>8.</b> Telephone answering and messaging services . . . . .	32960					
<b>9.</b> Postal, shipping, and mailing services						
<b>a.</b> Mailroom services and mailbox rentals . . . . .	32980					
<b>b.</b> Mail presorting services and address barcoding . . . . .	32990					
<b>c.</b> Fax transmission services . . . . .	33000					
<b>10.</b> Packaging and labeling services . . . . .	33010					
<b>11.</b> Debt recovery and collection services						
<b>a.</b> Individual debt collection . . . . .	33021					
<b>b.</b> Commercial debt collection . . . . .	33022					
<b>c. Sum lines 11a and 11b</b> . . . . .	33020					
<b>12.</b> Collateral recovery and repossession services . . . . .	33030					
<b>13.</b> Credit rating services						
<b>a.</b> Individual credit rating services . . . . .	33041					
<b>b.</b> Commercial credit rating services . . . . .	33042					
<b>c.</b> Government rating services . . . . .	33043					
<b>d. Sum lines 13a through 13c</b> . . . . .	33040					

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CONTINUE WITH **22** ON PAGE 8

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**22** DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE - Continued

Description of sales, shipments, receipts, or revenue	Cen- sus use	2007				
		Estimates are acceptable. Report dollars OR percents.				
		\$ Bil.	Mil.	Thou.	Dol.	Percent
0723	0720	0721				0722
<b>14.</b> Real-time captioning and dubbing services . . . . .	33050					
<b>15.</b> Fundraising organization services (on a contract or fee basis for clients, individuals, or organizations) . . . . .	33060					
<b>16.</b> Distance conferencing services . . . . .	33070					
<b>17.</b> Convention and trade show organization services . . . . .	35590					
<b>18.</b> Event management services . . . . .	37705					
<b>19.</b> Investigation services . . . . .	33100					
<b>20.</b> Resale of merchandise - <i>Specify</i> ↴  	39639					
<b>21.</b> All other operating receipts - <i>Specify if more than 10 percent of total receipts</i> ↴  	39738					
<b>22. TOTAL OPERATING RECEIPTS - Sum of lines should equal 5 if reporting in dollars</b> . . . . .	39850					1 0 0

**23 and 24** Not Applicable.

**25** EXPORTED SERVICES

**NOTE** - An exported service is a product (e.g., service performed, license agreement) that is performed for, or sold or transferred to, a customer or client (individual, government, business establishment, etc.) located **outside** the United States (i.e., outside the 50 States, District of Columbia, U.S. Commonwealth Territories, or U.S. possessions). Include products provided to unaffiliated and affiliated foreign firms (e.g., foreign parent firms, subsidiaries, branches). Exclude products provided to domestic subsidiaries of foreign firms.

**A.** Did the receipts or revenue (reported in 5) include any amounts for exported services?

0911  Yes - Go to line B

0912  No - Go to 26

2007			
\$ Bil.	Mil.	Thou.	Dol.

**B.** Amount of receipts or revenue for exported services . . . . . 0914

**26** SPECIAL INQUIRIES

FRANCHISE

Was this establishment operating under a trademark authorized by a franchisor in 2007?  
(Mark "X" only ONE box.)

0237  Yes - franchisee owned establishment

0238  Yes - franchisor owned establishment

0239  No

**27-29** Not Applicable.

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**If not shown, please enter your 11-digit Census File Number (CFN) from the mailing address.**

REMARKS (Please use this space for any explanations that may be essential in understanding your reported data.)

**30** CERTIFICATION - This report is substantially accurate and was prepared in accordance with the instructions.

Is the time period covered by this report a calendar year?

Yes

No - Enter time period covered →

FROM	Month	Year	TO	Month	Year

Name of person to contact regarding this report

Title

Telephone

Area code

Number

Extension

Fax

Area code

Number

Internet e-mail address

Date completed

Month

Day

Year

**Thank you for completing your 2007 ECONOMIC CENSUS form.**

**PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS AND RETURN THE ORIGINAL.**

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