



# 2002 ECONOMIC CENSUS

## ADMINISTRATIVE AND OTHER SUPPORT SERVICES

OMB No. 0607-0887: Approval Expires 09/30/2004

**DUE DATE**  
**FEBRUARY 12, 2003**

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

AS-56102

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

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

**Visit** our Web site at [www.census.gov/econhelp](http://www.census.gov/econhelp)

**Call** 1-800-233-6136, between 8:00 a.m. and 8:00 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.

**INFORMATION COPY  
DO NOT USE TO REPORT**

(Please correct any errors in this 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 ink.
- Do not use pencil.
- Place an "X" inside the box.
- Please center numbers in their respective boxes. Examples:
- Do not put slashes through 0 or 7.

<input checked="" type="checkbox"/>	0	1	2	3	4	5	6	7	8	9
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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 MONTHS IN OPERATION**

Number of months in operation during 2002 (If none, mark "X" and go to 29.) . . . . . 0002

Mark "X" if None		2002	
		Number of months	

**2 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 2002 Internal Revenue Service Form 941, Employer's Quarterly Federal Tax Return?

0021  Yes      0022  No - Enter current EIN (9 digits) → 0025  -

**3 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

0032  No - Enter physical location →

0035 Number and street		
<input type="text"/>		
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.?**

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

**C. Type of municipality where this establishment is physically located**

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



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**HOW TO REPORT DOLLAR FIGURES**

Dollar figures should be **rounded to thousands** of dollars.

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

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

**Report** →

**Report** →

Mark "X" if None



2002			
\$ Bil.	Mil.	Thou.	Dol.
	1	026	

**4 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

2002			
\$ Bil.	Mil.	Thou.	Dol.

Operating receipts . . . . . 0100

**5 E-COMMERCE SALES, SHIPMENTS, RECEIPTS, OR REVENUE**

**A.** Did this establishment have any e-commerce sales, receipts, and/or revenue in 2002? (E-commerce includes sales, receipts, and/or revenue from any transaction completed over an Internet, Extranet, Electronic Data Interchange (EDI) network, electronic mail, or other online system. Transactions are agreements between buyers and sellers to transfer ownership of, or rights to use, goods or services. Payment for these goods or services may or may not be made online. Please see the information sheet(s) for further clarification.)

0181  Yes - Go to line B

0182  No - Go to **6**

**B.** E-commerce sales, receipts, and/or revenue of this establishment (Include e-commerce sales, receipts, and/or revenue in **4**. Exclude sales taxes.) . . . . . 0185

2002			
Estimates are acceptable			
\$ Bil.	Mil.	Thou.	Dol.

**6 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 **2**.

**Exclude:**

- Full- or part-time leased employees whose payroll was filed under an employee leasing company's EIN.
- Temporary staffing obtained from a staffing service.

For further clarification, see information sheet(s).

Mark "X" if None

2002			
Number			

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

Mark "X" if None



2002		
\$ Mil.	Thou.	Dol.

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

**1.** Annual payroll . . . . . 0300

**2.** First quarter payroll (January-March, 2002). . . . . 0310



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

**7** LEASED EMPLOYMENT AND PAYROLL

**A.** Did this establishment have any full- or part-time leased employees whose payroll was filed under an employee leasing company's EIN?

**Exclude:**

- Temporary staffing obtained from a staffing service.
- Contractors, subcontractors, or independent contractors.
- 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.
- Employees already reported in **6**.

For further clarification, see information sheet(s).

0241  Yes - Go to line B

0242  No - Go to **13**

Mark "X" if None	2002		
	Number		

**B.** Number of leased employees for pay period including March 12. . . . . 0370

**C.** Payroll for leased employees before deductions (Exclude employer's cost for fringe benefits.)

**1.** Annual payroll for leased employees . . . . . 0350

2002		
\$ Mil.	Thou.	Dol.

**2.** First quarter payroll for leased employees (January-March, 2002) . . . . . 0360

Mark "X" if None	2002		
	\$ Mil.	Thou.	Dol.

**8-17** Not Applicable.

**18** KIND OF BUSINESS OR ACTIVITY

Principal kind of business or activity in 2002  
(Mark "X" only ONE box.)

**Document preparation and court reporting services**

- 0700 561 410 00 13  Typing, word-processing, or other secretarial services
- 561 410 00 39  Document preparation services, including editing, typing, and transcription
- 561 492 00 14  Court reporting or stenotype services

**Telephone call centers**

- 561 421 00 10  Telephone answering services
- 561 421 00 28  Voice mail/mailbox services
- 561 422 00 19  Telemarketing bureaus - selling, taking orders, soliciting information, etc., on a contract basis
- 777 561 02 10  Telemarketing centers - selling this company's own products and services - Specify products or services sold ↴

0701

CONTINUE WITH **13** ON PAGE 4

18 KIND OF BUSINESS OR ACTIVITY - Continued

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

- 0700 323 114 00 17  Quick printing - providing printing services using small offset presses or duplicators with or without photocopying services
- 561 439 00 36  Copy centers/shops, providing photocopying, blueprinting, or other document copying services without in-house printing operations (*Printing may be contracted out.*)
- 777 561 02 28  Other printing services - *Specify* ↴

0701

- 514 210 00 A4  Microfilm recording or optical scanning services
- 777 561 02 36  Other reproduction or duplication services - *Specify* ↴

0701

- 561 431 00 18  Private mail centers, providing mailbox rental, postal shipping services, and related office support services (fax services, on-site PC rental, office product sales, etc.)
- 561 499 00 17  Mail presorting and mailing services
- 491 110 00 16  Post office contract stations
- 541 860 00 10  Direct mail advertising services, excluding mailing list services
- 561 910 00 18  Packaging and labeling services (e.g., apparel folding and packaging, shrink wrapping), excluding aerosol packaging
- 325 998 00 13  Aerosol packaging service
- 488 991 00 16  Packing, crating, and preparing goods for shipping

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

- 561 440 10 15  Collection agencies
- 561 450 20 10  Mercantile credit reporting agencies
- 561 450 10 12  Consumer credit reporting agencies
- 561 440 20 13  Adjustment bureaus
- 561 491 00 15  Repossession services
- 561 440 10 23  Debt recovery services
- 773 000 00 44  Other - *Specify* ↴

0701

**Other administrative and business support services**

- 561 920 00 16  Convention and trade show organizers or management services
- 561 591 00 14  Convention and visitor bureaus
- 561 990 30 15  Economic/industrial development organizations
- 339 950 00 10  Manufacturer of signs and related displays (*Exclude printing paper and paperboard signs, notices, and displays.*)



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

18 KIND OF BUSINESS OR ACTIVITY - Continued

Other administrative and business support services - Continued

- 0700 541 890 30 18  Sign painting and lettering shops
- 561 990 20 17  Water softening and conditioning services
- 561 499 00 41  Fundraising services, on a contract or fee basis

Other kind of business or activity

- 561 990 90 46  Auctioneer - independent, providing calling services on a contract basis
- 453 998 30 A7  Auction house, selling new or used merchandise to the general public on an auction basis
- 777 561 02 51  Auction company - wholesale, selling goods for resale or durable nonconsumer goods (e.g., used automobiles, livestock) on an auction basis - *Specify type of auction good ↴*
- 0701
- 777 561 02 44  Embroidering on textile products - *Specify type of textile product ↴*
- 0701
- 812 990 10 24  Bail bonding services
- 561 990 10 19  Trading stamp sales offices or redemption stores
- 541 410 00 15  Interior design services
- 541 420 00 13  Industrial design services - developing designs that optimize the use, value, and appearance of products
- 512 240 00 12  Sound recording studio, including independent establishments recording musical performances, but not engaged in production or distribution
- 522 320 90 31  Credit and/or debit card processing services
- 561 990 90 12  Inventory counting services
- 777 561 02 69  Fulfillment services (e.g., third party distributors of merchandise on a contract basis) - *Specify type of merchandise ↴*
- 0701
- 773 000 00 28  Other kind of business or activity - *Specify ↴*
- 0701



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**19** CLASS OF CUSTOMER

Estimate the percentage of receipts (reported in **4**) by class of customer.

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

		2002	
		Whole percent of receipts	
<b>1.</b>	Individuals (Include receipts from individually owned businesses on lines 2, 3, 4, or 5 as appropriate.) . . . . .	3100	%
<b>2.</b>	Retailers . . . . .	3101	%
<b>3.</b>	Banks, insurance companies, and other financial institutions . . . . .	3102	%
<b>4.</b>	Hospitals and other health care services . . . . .	3103	%
<b>5.</b>	All other business firms, farms, and not-for-profit organizations . . . . .	3104	%
<b>6.</b>	Federal government . . . . .	3105	%
<b>7.</b>	State and local governments . . . . .	3106	%
<b>8. TOTAL</b>	(Sum lines 1 through 7) . . . . .	1 0 0	%

**20-21** Not Applicable.

HOW TO REPORT PERCENTS



If figure is **38.76%** of total sales:

**Report whole percents**

2002				
Estimates are acceptable. Report dollars OR percents.				
\$ Bil.	Mil.	Thou.	Dol.	Percent
				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 **4**). 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 1** - Report receipts from editing, word processing (typing), or related secretarial services on this line.

**Line 3** - Report receipts from photocopying and other duplicating services on this line.

**Line 18** - Report any receipts from building repair work on this line. Report receipts from contracted services for painting, plumbing, electrical, carpentry, HVAC repair, brickwork and other construction trade services on this line.

Description of sales, shipments, receipts, or revenue	Cen- sus use	2002				
		Estimates are acceptable. Report dollars OR percents.				
		\$ Bil.	Mil.	Thou.	Dol.	Percent
0723	0720	0721				0722
<b>1.</b> Document preparation services . . . . .	37710					
<b>2.</b> Telephone call services						
<b>a.</b> Telephone answering (answering calls and relaying messages to clients) . . . . .	37721					
<b>b.</b> Telemarketing (providing inbound and outbound call services for selling products and services, taking orders and reservations, providing information, etc.) . . . . .	37722					
<b>c. Sum lines 2a and 2b</b> . . . . .	37720					
<b>3.</b> Photocopying, blueprinting, and other document duplicating services, excluding quick printing/offset printing . . . . .	37730					

CONTINUE WITH **2** ON PAGE 7

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	2002				
		Estimates are acceptable. Report dollars OR percents.				
		\$ Bil.	Mil.	Thou.	Dol.	Percent
0723	0720	0721				0722
<b>4.</b> Fax services . . . . .	37740					
<b>5.</b> Postal, shipping, and mailing services						
<b>a.</b> Mailbox rental . . . . .	37751					
<b>b.</b> Postal and shipping services . . . . .	37752					
<b>c. Sum lines 5a and 5b</b> . . . . .	37750					
<b>6.</b> Commissions from collection or adjustment of open debts on accounts						
<b>a.</b> Consumer accounts . . . . .	37761					
<b>b.</b> Commercial accounts . . . . .	37762					
<b>c. Sum lines 6a and 6b</b> . . . . .	37760					
<b>7.</b> Repossession services (fees from repossessing tangible assets for nonpayment of debt) . . . . .	37770					
<b>8.</b> Receipts from furnishing credit reports on						
<b>a.</b> Business firms . . . . .	37781					
<b>b.</b> Individuals . . . . .	37782					
<b>c. Sum lines 8a and 8b</b> . . . . .	37780					
<b>9.</b> Investigative and detective services						
<b>a.</b> Personal background checks . . . . .	38141					
<b>b.</b> All other investigative and detective services . . . . .	38142					
<b>c. Sum lines 9a and 9b</b> . . . . .	38140					
<b>10.</b> Stenographic and court reporting services . . . . .	37790					
<b>11.</b> Water softening and conditioning services . . . . .	37800					
<b>12.</b> Packaging and labeling services . . . . .	37810					
<b>13.</b> Display lettering services (sign painting) . . . . .	36650					
<b>14.</b> Membership dues . . . . .	30400					
<b>15.</b> Convention services (fees from organizing, promoting, or managing conventions, trade shows, or related exhibitions) . . . . .	37820					
<b>16.</b> Sales of trading stamps or merchandise coupons to merchants . . . . .	37860					

CONTINUE WITH **22** ON PAGE 8

CONTINUE 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	2002				
		Estimates are acceptable. Report dollars OR percents.				
		\$ Bil.	Mil.	Thou.	Dol.	Percent
0723	0720	0721				0722
<b>17.</b> Sales of merchandise, over-the-counter or separate from services provided - <i>Specify</i> ↴						
	39056					
<b>18.</b> All other operating receipts - <i>Specify if more than 10 percent of total receipts</i> ↴						
	39552					
<b>19. TOTAL OPERATING RECEIPTS - Sum of lines should equal 4 if reporting in dollars</b> . . . . .	39690					1 0 0

**23-24** Not Applicable.

**25** EXPORTED SERVICES

**NOTE** - An exported service is a service performed for 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). Services performed for unaffiliated and affiliated foreign firms (i.e., foreign parent firms, subsidiaries, branches, etc.) are included. Services provided to domestic subsidiaries of foreign firms are excluded.

**A.** Did the receipts or revenue (reported in 4) include any amounts for exported services?

0911  Yes - Go to line B

0912  No

2002			
\$ Bil.	Mil.	Thou.	Dol.

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

**26** SPECIAL INQUIRIES

SUPPORT SERVICES

Was this establishment primarily engaged in providing management, administrative, or support services to other establishments of the same company (rather than for the general public or other business firms) in 2002?

0998  Yes

0999  No

**27-28** Not Applicable.



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

**29 OPERATIONAL STATUS**

Activity that best describes this establishment's status at the end of 2002  
(Mark "X" only ONE box.)

0011 <input type="checkbox"/> In operation	0014 <input type="checkbox"/> Ceased operation - Give date at right →	0018	Month	Day	Year
0013 <input type="checkbox"/> Temporarily or seasonally inactive	0015 <input type="checkbox"/> Sold or leased to another operator - Give date at right AND enter new name and mailing address below ↴				

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

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?

0078 <input type="checkbox"/> Yes	0079 <input type="checkbox"/> No - Enter time period covered →	FROM	Month	Year	TO	Month	Year
		0070			0071		

0072 Name of person to contact regarding this report	0073 Title

Telephone	Area code	Number	Extension	Fax	Area code	Number
0074		-		0075		-

0076 Internet e-mail address	Date completed	Month	Day	Year
	0069			

**Thank you for completing your 2002 Economic Census form.**  
**PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS AND RETURN THE ORIGINAL.**

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