



2002 ECONOMIC CENSUS MANAGEMENT AND CONSULTING 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

PS-54108

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

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

2002	
Number of months	

Mark "X" if None

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		
0036 City, town, village, etc.	0037 State	0038 ZIP Code

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

4 SALES, SHIPMENTS, RECEIPTS, OR REVENUE

Mark "X" if None

2002		
\$ 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**

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

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

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



54108022

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.)

Corporate, subsidiary, or regional managing office

0700 551 114 00 21 Central administrative office/headquarters administering, overseeing, and managing other establishments of own company or enterprise

777 541 08 76 Other office providing services to other establishments of own company or enterprise - Specify type of service ↴

0701

Management services providing management staff to direct or coordinate clients' business operation, but not providing operating staff for complete operation of clients' business

561 110 00 16 Office administrative services - providing day-to-day administrative services such as personnel management, bookkeeping, billing, etc. for client's business or operation

777 541 08 68 Construction management for buildings, including acting as an agent for owners of construction projects

777 541 08 50 Other management services - Specify ↴

0701

CONTINUE WITH **18** ON PAGE 4

18 KIND OF BUSINESS OR ACTIVITY - Continued

Facilities support services

- 0700 561 210 00 15 Facilities support management, excluding computer - providing operating staff to perform a range of services to support operations within clients' facilities, but not involved with or responsible for the core activities of clients' business operations
- 541 513 00 29 Computer systems facilities management and operation services
- 777 541 08 35 Other facilities management - including complete operation of a client's business site or operation - *Specify* ↴

0701

Management consulting providing advice and counsel to clients on various aspects of operating a business or other type of organization, but not providing management services for day to day operation

- 541 611 00 20 Administrative and general management consulting services, including strategic planning and organizational change
- 541 611 00 38 Financial management consulting services, excluding investment advice
- 541 612 30 15 Human resources and personnel management consulting services
- 541 612 10 19 Actuarial consulting services
- 541 612 30 23 Employee benefit consulting services
- 541 612 20 17 Executive placement or search consulting services
- 541 613 00 10 Marketing consulting services, including sales management, customer service and marketing planning/strategy
- 541 614 10 17 Tariff consulting and freight rate auditors
- 541 614 90 10 Manufacturing operations management consulting services
- 541 614 90 28 Physical distribution and logistics consulting services
- 541 614 90 36 Other operations or productivity improvement consulting services
- 541 320 00 30 Urban/city planning services
- 541 690 90 17 Safety or security consulting services
- 777 541 08 43 Other management consulting services - *Specify* ↴

0701

Other scientific and technical consulting services

- 541 690 10 14 Economic consulting services
- 541 990 10 11 Meteorological consulting and weather forecasting services
- 541 620 00 11 Environmental, sanitation, or site remediation consulting services, excluding engineering
- 541 330 00 D6 Consulting engineering services, including environmental engineering
- 541 690 90 25 Scientific consulting services, excluding economic, meteorological, environmental and engineering (*Include geological, chemical, biological, etc.*)
- 541 512 20 34 Computer systems design services

CONTINUE WITH **18** ON PAGE 5

CONTINUE ON PAGE 5

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

18 KIND OF BUSINESS OR ACTIVITY - Continued

Other scientific and technical consulting services - Continued

- 0700 541 420 00 21 Industrial design consulting services
- 541 410 00 49 Interior design consulting services
- 611 710 10 37 Educational consulting services, excluding management consulting
- 777 541 08 27 All other scientific and technical consulting services - *Specify consulting work* ↴

0701

Other kinds of activities

- 541 910 00 10 Marketing research and public opinion polling services
- 621 999 10 12 Medical case management (assesses, plans, implements, coordinates, monitors, and evaluates options and services to meet an individuals' health care needs to provide quality and cost-effective outcomes)
- 541 820 00 19 Public relations agencies
- 777 541 08 19 Social work case management services - *Specify primary type of client served, including children, and the developmentally disabled* ↴

0701

- 541 211 00 16 Certified public accountants (CPAs)
- 541 219 00 18 Accountants, excluding CPAs
- 541 213 00 14 Income tax return preparation services, without also providing accounting, bookkeeping, or billing services
- 773 000 00 28 Other kind of business or activity - *Specify* ↴

0701

19 CLASS OF CUSTOMER

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

		2002	
		Whole percent of receipts	
1.	Business firms, farms, and not-for-profit organizations.		%
2.	Federal government		%
3.	State and local governments		%
4.	Individuals (Include receipts from individually owned businesses on line 1.)		%
5.	TOTAL (Sum lines 1 through 4)	1 0 0	%

- 1. Business firms, farms, and not-for-profit organizations. 3108
- 2. Federal government 3105
- 3. State and local governments 3106
- 4. Individuals (Include receipts from individually owned businesses on line 1.) 3100
- 5. **TOTAL** (Sum lines 1 through 4)

20-21 Not Applicable.

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HOW TO REPORT PERCENTS		2002			
		Estimates are acceptable. Report dollars OR percents.			
		\$ Mil.	Thou.	Dol.	Percent
If figure is 38.76% of total sales:		Report whole percents		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 1a - Include fees received to plan, control, and coordinate construction projects for the owner of construction projects. General contractors should report receipts on line 8.

Line 1b - Include receipts from providing management and oversight of day to day operations to other businesses and organizations (providing only management personnel). Receipts from consulting (Advise and counsel clients on business operation) should be reported on lines 4a through 4i.

Line 2 - Include receipts from providing a range of services, including operating staff, to support operations within client's facility. Receipts from providing only one support service should be reported under the provided service.

Line 4 - Include consulting fees received for counseling and advising clients on aspects of business operations (not providing management services for day to day operation).

Description of sales, shipments, receipts, or revenue	Cen- sus use	2002			
		Estimates are acceptable. Report dollars OR percents.			
		\$ Mil.	Thou.	Dol.	Percent
0723	0720	0721			0722
1. Management services					
a. Construction management	36000				
b. Other management services - <i>Specify</i> ↴					
_____	36010				
2. Facilities management services, excluding computer - <i>Specify</i> ↴					
_____	36020				
3. Computer facilities management services	35450				
4. Management consulting services:					
a. Administrative and general management consulting services	36031				
b. Human resources consulting services	36032				
c. Marketing consulting services	36033				
d. Process, physical distribution, and logistics consulting services	36034				
e. Actuarial consulting services	35860				
f. Other management consulting services - <i>Specify</i> ↴					
_____	36035				

CONTINUE WITH **22** 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	2002			
		Estimates are acceptable. Report dollars OR percents.			
		\$ Mil.	Thou.	Dol.	Percent
0723	0720	0721			0722
4. Management consulting services: - Continued					
g. Executive search services, including retained search	37620				
h. Environmental consulting services	36040				
i. Scientific/technical consulting services	36050				
5. Computer and information technology (IT) related services					
a. Custom computer programming - <i>Specify</i> ↴					
	35050				
b. Computer systems design, development, and integration services	35150				
c. Information technology (IT) technical consulting services - <i>Specify</i> ↴					
	35000				
6. Other services					
a. Public relations services	36060				
b. Accounting and auditing services	34060				
c. Tax preparation, bookkeeping, billing, and payroll services	34070				
d. Architectural services, excluding landscape architecture	36900				
e. Landscape architectural services	36910				
f. Engineering services	36920				
g. Surveying and mapping services, excluding geophysical surveying	36930				
h. Geophysical surveying services	36940				
i. Research and development services	36950				
7. Sales of merchandise - <i>Specify</i> ↴					
	39051				
8. All other operating receipts - <i>Specify if more than 10 percent of total receipts</i> ↴					
	39546				
9. TOTAL OPERATING RECEIPTS - Sum of lines should equal 4 if reporting in dollars	39690				1 0 0

54108071

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		
\$ 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 Not Applicable.

28 ESTABLISHMENT ACTIVITIES

A. Is this establishment engaged in providing logistics-related services to clients or customers?

(Logistics refers to the systems that move physical product from raw materials through a series of manufacturing and distribution processes to final consumption by an end user.)

3641 Yes - Go to line B

3642 No - Go to **29**

B. Indicate the activities that are performed by this establishment.

(Mark "X" ALL that apply.)

3651 Customs brokerage services (providing the services of a licensed customs broker)

3652 Freight audit and/or bill payment services

3653 Information technology support services (providing hardware/software support, including web-based applications, to clients)

3654 Logistics consulting services (providing advice and expertise to clients on logistics matters such as inventory management, distribution networks, warehousing, transportation/delivery, and materials handling)

3655 Other



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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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