



2007 ECONOMIC CENSUS

Professional, Scientific, and Technical Services (Enterprise Support)

DUE DATE
FEBRUARY 12, 2008

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

PS-54059

**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

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 _____ →

Month	Day	Year

AND enter name and address of new owner or operator and Employer Identification Number (EIN) below ↴

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.	Mark "X" if None	2007			
		If a figure is \$1,025,628.79 :	Report → <input type="checkbox"/>	\$ Bil.	Mil.	Thou.	Dol.
		If a value is "0" (or less than \$500.00):	Report → <input checked="" type="checkbox"/>		1 0 2 6		

5 SALES, SHIPMENTS, RECEIPTS, OR REVENUE

Sales to, or receipts or revenue from, customers **outside** your enterprise (Exclude billings, sales, receipts, or revenue from establishments of your own enterprise.) 0100

2007				
Mark "X" if None	\$ Bil.	Mil.	Thou.	Dol.
<input type="checkbox"/>				

6 Not Applicable.

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

Mark "X" if None	2007
<input type="checkbox"/>	Number

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

2007				
Mark "X" if None	\$ Bil.	Mil.	Thou.	Dol.
<input type="checkbox"/>				

1. Annual payroll 0300

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

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

8 - 15 Not Applicable.

16 SELECTED EXPENSES

Report the operating expenses allocated by category

- Report expenses directly attributable to this establishment in column 1.
- Report payments made by this establishment for expenses incurred by other establishments of your enterprise in column 2 (where applicable).

Exclude:

- Transfers made within the company
- Capitalized expenses
- Impairment
- Interest
- Bad debt
- Income tax
- Cost of merchandise for resale

Line 1 - Employer's cost for legally required programs and programs not required by law. Include health insurance, pension plans, Social Security, workers' compensation insurance, unemployment tax, state disability insurance programs, life insurance benefits, Medicare, etc. (Include fringe benefits for all employees reported in **7**, line A.)

Line 2 - Total costs paid to Professional Employer Organizations (PEOs) and staffing agencies for personnel. Include all charges for payroll, benefits, and services.

Line 3 - Include expensed office and communication equipment; equipment used in manufacturing, sales, and service; and computer equipment. Report packaged software in **line 5**. Report leased and rented equipment in **line 15**.

Line 4 - Materials and supplies used in providing services to others; materials and parts used in repairs; office and janitorial supplies; small tools; containers and other packaging materials; and motor fuels. Exclude cost of merchandise for resale.

Line 5 - Purchases of prepackaged, custom coded, or vendor customized software. Include software developed or customized by others, web design services and purchases, licensing agreements, upgrades of software, and maintenance fees related to software upgrades and alterations.

Line 6 - Include computer facilities management services, computer input preparation, data storage, computer time rental, optical scanning services, and other computer-related advice and services, including training. Exclude expensed integrated systems, repair and maintenance of computer equipment, payroll processing and credit card transaction fees, and expenses for telecommunication services (e.g., Internet, connectivity, telephone).

Line 7 - Telephone, cellular, and fax services; computer-related communications (e.g., Internet, connectivity, online); and other wired and wireless communication services. Report expensed communication equipment in **line 3**.

Line 8 - Expensed repair and maintenance services to machinery, vehicles, equipment, and computer hardware. Report materials, parts, and supplies used for repairs and maintenance performed by this firm's employees in **line 4**.

Line 9 - Include repair and maintenance to integral parts of buildings (e.g., elevators, heating systems). Report materials, parts, and supplies used for repairs and maintenance performed by this firm's employees in **line 4**. Report janitorial and grounds maintenance services in **line 19**.

Line 10 - Report the cost of electricity included in a lease or rental payment in **line 16**.

Line 11 - Fuel for heating, power, or generating electricity (e.g., natural gas, propane, oil, coal). Report motor fuels in **line 4**. Report the cost of fuels included in a lease or rental payment in **line 16**.

Line 12 - Include the cost of hazardous waste removal. Report the cost of utilities included in a lease or rental payment in **line 16**.

Line 13 - Include marketing and public relations services.

Line 14 - Include management consulting, accounting, auditing, bookkeeping, legal, actuarial, payroll processing, architectural, engineering, and other professional services. Exclude salaries paid to your own employees for these services.

Line 15 - Include lease and rental of transportation equipment without operators, and penalties incurred for broken leases. Exclude capital and financing lease agreements. Report expensed software in **line 5**.

Line 16 - Include penalties incurred for broken leases.

Line 17 - Include depreciation charges taken against tangible assets owned and used by your firm, tangible assets and improvements owned by your firm within leaseholds, tangible assets obtained through capital lease agreements, and amortization charges against intangible assets (e.g., patents, copyrights). Exclude impairment.

Line 18 - Payments to government agencies for taxes and licenses. Include business and property taxes. Exclude income taxes and sales and excise taxes collected from customers.

Line 19 - All other operating expenses not reported above, unless specifically excluded in the general instructions. Exclude payroll, purchases of merchandise for resale, and nonoperating expenses.

CONTINUE WITH **16** ON PAGE 4

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16 SELECTED EXPENSES - Continued

Personnel costs, except payroll

Mark "X" if None

2007
Expenses of this establishment ONLY

Mark "X" if None

2007
Payments made by this establishment in behalf of other establishments of your enterprise

- 1. Employer's cost for fringe benefits 0228
- 2. Temporary staff and leased employee expense 0793

Expensed equipment and materials

- 3. Expensed computer hardware and other equipment (e.g., copiers, fax machines, telephones, shop and lab equipment, CPUs, monitors) 0795
- 4. Expensed purchases of other materials, parts, and supplies 0797

Expensed purchased services

- 5. Expensed purchases of software 0801
- 6. Data processing and other purchased computer services 0414
- 7. Purchased communication services 0413
- 8. Purchased repairs and maintenance to machinery, vehicles, and equipment 0825
- 9. Purchased repairs and maintenance to buildings, structures, and offices 0411
- 10. Purchased electricity 0452
- 11. Purchased fuels (except motor fuels) 0451
- 12. Water, sewer, refuse removal, and other utility payments 0455
- 13. Purchased advertising and promotional services 0417
- 14. Purchased professional and technical services 0812

- 0674
- 0673
- 0826
- 0671
- 0456
- 0677
- 0814

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CONTINUE WITH 16 ON PAGE 5

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

16 SELECTED EXPENSES - Continued

	Mark "X" if None	2007				Mark "X" if None	2007			
		Expenses of this establishment ONLY					Payments made by this establishment in behalf of other establishments of your enterprise			
		\$ Bil.	Mil.	Thou.	Dol.		\$ Bil.	Mil.	Thou.	Dol.
Other operating expenses										
15. Lease and rental payments for machinery, equipment, and other tangible items 0562	<input type="checkbox"/>					0567	<input type="checkbox"/>			
16. Lease and rental payments for land, buildings, structures, store spaces, and offices 0561	<input type="checkbox"/>					0566	<input type="checkbox"/>			
17. Depreciation and amortization charges 0543	<input type="checkbox"/>									
18. Governmental taxes and license fees (Exclude income, sales, and excise taxes) 0419	<input type="checkbox"/>					0678	<input type="checkbox"/>			
19. All other operating expenses (Specify - If more than 50% of TOTAL reported on line 20) ↴										
0409 <input type="text"/> 0418	<input type="checkbox"/>									
20. TOTAL OPERATING EXPENSES of this establishment ONLY, excluding payroll (Add lines 1 through 19) 0459	<input type="checkbox"/>									

17 and 18 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.)

Legal services

- 0700 541 110 10 2 Legal services - staffed by lawyers
- 541 199 00 5 Other legal services - *Specify* ↴

0701

Accounting, tax return preparation, bookkeeping, billing, and payroll services

- 541 211 00 4 Accounting services - staffed by CPAs
- 541 213 00 1 Income tax return preparation services, without also providing accounting, bookkeeping, or billing services
- 541 214 20 2 Payroll services

CONTINUE WITH **16** ON PAGE 6

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19 KIND OF BUSINESS OR ACTIVITY - Continued

Accounting, tax return preparation, bookkeeping, billing, and payroll services - Continued

- 0700 541 219 00 2 Bookkeeping services
- 541 219 00 3 Billing services

Architectural, engineering, surveying, and mapping services

- 541 310 00 1 Architectural services, excluding landscape
- 541 320 00 1 Landscape architectural services
- 541 330 00 B Engineering services, including construction engineering services
- 541 360 00 1 Geophysical surveying and mapping services
- 541 370 00 6 Surveying and mapping services, excluding geophysical
- 541 380 00 3 Physical, chemical, and related analytical testing services

Design 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
- 541 430 00 1 Graphic design services
- 541 490 00 2 Other specialized design services - *Specify* ↴

0701

Computer services

- 541 512 20 3 Computer systems design services
- 541 511 00 1 **Custom** computer programming services (writing, modifying, testing, and supporting software to meet the needs of a particular customer)
- 518 210 00 B Data processing center or facility
- 777 541 07 1 Other computer-related services - *Specify* ↴

0701

Administrative services

- 551 114 00 1 Corporate, subsidiary, or regional managing office or office of a holding company, providing a range of services to other establishments of the enterprise, such as long term strategic and organizational planning, financial management, payroll and personnel management, centralized billing, advertising, and public relations services

Scientific research and development services

- 541 710 10 6 Research and development in the physical and engineering sciences
- 541 710 23 2 Research and development in biotechnology
- 541 710 29 1 Research and development in other life sciences
- 541 720 00 1 Research and development in the social sciences and humanities

CONTINUE WITH **19** ON PAGE 7

CONTINUE ON PAGE 7

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HOW TO REPORT PERCENTS		2007				
		Estimates are acceptable. Report dollars OR percents.				
		\$ Bil.	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 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.)

Receipts from providing services to clients outside your enterprise.

Line 3 - Report receipts from designing, developing, and implementing a customer's networks, such as intranets, extranets, and virtual private networks. Include network security systems design and development. Exclude network management services.

Line 15 through line 18 - Report receipts from basic research undertaken to gain new knowledge and/or applied research undertaken to develop practical applications for the knowledge acquired through basic research.

Line 16 - Report receipts from providing basic and applied research services focused on biotechnology (e.g., genetic engineering and enzyme technology, industrial biotechnology, diagnostic applications, genetic technologies, site-directed autogenesis or mutagenesis, transgenesis, process biotechnology, etc.).

Line 19 - Report receipts from the creation of new or significantly improved products or processes.

Line 21 - Report receipts from granting permission to use content protected by copyright or as industrial property (i.e., by patent or trademark) owned or controlled by this establishment. Report outright sale of rights in perpetuity on **line 22**.

Line 22 - Report receipts from the outright sale of intellectual property (e.g., copyrights, patents) in perpetuity.

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
1. Information technology (IT) technical consulting services	34910					
2. Custom application design and development services	37410					
3. Network design and development services	37420					
4. Computer systems design, development, and integration services	37430					
5. Financial auditing services	36820					
6. General accounting services	36860					
7. Bookkeeping and compilation services	38750					
8. Payroll services	36880					
9. Legal services - <i>Specify</i> ↴ 	39320					
10. Engineering services - <i>Specify</i> ↴ 	39280					
11. Architectural services - <i>Specify</i> ↴ 	39330					

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CONTINUE WITH 2 ON PAGE 9

CONTINUE ON PAGE 9

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
12. Survey and mapping services, excluding geophysical services - <i>Specify</i> ↴ 	39300					
13. Geophysical surveying services - <i>Specify</i> ↴ 	39310					
14. Testing services (physical or product), excluding medical and veterinary services	39020					
15. Basic and applied research in the physical and engineering sciences	39160					
16. Basic and applied research in biotechnology	39170					
17. Basic and applied research in the life sciences, excluding biotechnology	39180					
18. Basic and applied research in the social sciences and humanities	39190					
19. Development services for goods	39210					
20. Development services for processes, systems, or methods	39220					
21. Licensing of rights to use intellectual property	39400					
22. Outright sale of original works of intellectual property	39250					
23. Advisory and consulting services for research and development activities	39260					
24. Management consulting services - <i>Specify type of consulting work</i> ↴ 	38980					
25. Drafting services - <i>Specify</i> ↴ 	38530					
26. Industrial design services	38520					
27. Interior design services	38500					
28. Graphic design services	38550					
29. Photography services	38600					
30. Advertising services - <i>Specify</i> ↴ 	31250					

CONTINUE WITH **22** ON PAGE 10

CONTINUE ON PAGE 10

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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	
31. Marketing research services	37810						
32. Public relations services	37700						
33. Resale of merchandise - <i>Specify</i> ↴ 	39622						
34. All other operating receipts - <i>Specify principal activity and estimated receipts</i> ↴ 	39719						
35. TOTAL RECEIPTS - Sum of lines should equal 5 if reporting in dollars	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

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

26 SPECIAL INQUIRIES

A. PERSONNEL BY OCCUPATION

Enter employment reported on IRS Form 941, Employer's Quarterly Federal Tax Return, by occupation. The total should equal the number reported in **7**, line A.

Enter personnel who perform a variety of functions (e.g., those with multiple job duties, licenses, or registrations) on the **one** line which best describes the **primary** nature of their work. Scientific research and development establishments should report scientists, engineers, and technicians/technologists on lines 4a and 4b.

	Census use	Number of employees for pay period including March 12, 2007
1. Accounting personnel		
a. Certified public accountants (employees of the firm)	3251	
b. Public accountants not certified (employees of the firm)	3252	
2. Legal personnel		
a. Associate lawyers (employees of the firm)	3231	
b. Legal paraprofessionals (Include law clerks, legal assistants, investigators, etc.)	3232	
3. Computer personnel		
a. Computer programmers	3201	
b. Systems engineers	3202	
c. Other computer-related personnel	3203	
4. Research and development personnel		
a. Scientists and engineers	3224	
b. Technicians/technologists	3225	
5. Other personnel and technology		
a. Licensed or registered architects	3241	
b. Licensed or registered engineers	3242	
c. Licensed or registered surveyors	3243	
d. Certified engineering technicians	3244	
e. Other technically-trained personnel	3362	
6. Sales personnel	3206	
7. Managers, management consultants, and all other professionals	3269	
8. Manufacturing/production workers	0325	
9. All other personnel (Include personnel, such as secretarial, maintenance, security, and other support staff.)	3270	
10. TOTAL (Add lines 1 through 9. Total should equal 7, line A.)	3200	

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CONTINUE WITH **26** ON PAGE 12

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26 SPECIAL INQUIRIES - Continued

B. SOURCE OF RESEARCH AND DEVELOPMENT FUNDS

Report receipts and revenues of this establishment during 2007 to support research and development activities (i.e., wages and salaries, direct materials costs, services and supporting costs, and an appropriate share of depreciation and overhead). If this establishment performed research and development for the federal government or for other enterprises on contract during 2007, include the total amount charged for such work performed.

1. Did this establishment receive funds for research and development during 2007?

3571 Yes - Go to line 2

3572 No - Go to C

2. Source of funds for research and development

a. Federal government contracts and subcontracts 3581

b. Non-federal sources outside your enterprise (Include receipts from other enterprises, state and local governments, and other organizations.) . . . 3582

c. Transfers or other payments from other establishments of your enterprise 3583

d. **TOTAL** (Add lines a through c - Note that the sum of lines a and b should equal **2**, sum of lines 15 through 20.) 3580

2007			
\$ Bil.	Mil.	Thou.	Dol.

C. RESEARCH AND DEVELOPMENT ACQUISITION

(To be completed by establishments engaged in research and development.)

The United States includes all 50 states, District of Columbia, U.S. Commonwealth Territories, and U.S. possessions.

During 2007 did this establishment:

1. Acquire research and development performed by another establishment of your enterprise in the United States? 3811

2. Acquire research and development performed by another establishment of your enterprise outside of the United States? 3821

3. Acquire research and development performed by another company in the United States? 3831

4. Acquire research and development performed by another company outside of the United States? 3841

5. Acquire rights to use patents, inventions, licenses, trademarks, software, or other types of intellectual property from others for use in this establishment's products or processes? 3851

Yes	No	Do not know
3811 <input type="checkbox"/>	3812 <input type="checkbox"/>	3813 <input type="checkbox"/>
3821 <input type="checkbox"/>	3822 <input type="checkbox"/>	3823 <input type="checkbox"/>
3831 <input type="checkbox"/>	3832 <input type="checkbox"/>	3833 <input type="checkbox"/>
3841 <input type="checkbox"/>	3842 <input type="checkbox"/>	3843 <input type="checkbox"/>
3851 <input type="checkbox"/>	3852 <input type="checkbox"/>	3853 <input type="checkbox"/>

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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