



# 2007 ECONOMIC CENSUS

## Computers and Office Equipment

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

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

WH-42311

**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.

**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 ballpoint pen.
- Please center numbers in their respective boxes.
- Do not use pencil or felt-tip pen.
- Do not put slashes through 0 or 7.
- Place an "X" inside the box.

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

**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

42311019

**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 \_\_\_\_\_ 0018  
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 30.) . . . . . 0002

**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

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

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

**A.** Sales and operating receipts (Include the gross selling value of business conducted for others. Include shipping and handling charges. Exclude sales taxes and Hawaii's General Excise Tax.) . . . . . 0100

**B.** Did this establishment earn commissions for the sale of merchandise?

1121  Yes - Go to line C

1122  No - Go to line E

**C.** Gross selling value of business conducted on a commission basis (Include on line A.) . . . . . 1123

**D.** Commissions received on transactions reported on line C . . . . . 1124

**E.** Is this the only establishment of this firm?

0907  Yes - Go to line G

0908  No - Go to line F

**F.** Percent of products sold by this establishment manufactured or mined in the United States by **your company** or its subsidiaries. . . . . 1125

**G.** Did e-commerce account for more than 50% of this establishment's sales and/or operating receipts as reported on line A?

0308  Yes

0309  No

Mark "X" if None

2007			
\$ Bil.	Mil.	Thou.	Dol.

Mark "X" if None

2007	
Percent	

42311027

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

**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).

Mark "X" if None

2007			
Number			

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

Mark "X" if None

2007			
\$ Bil.	Mil.	Thou.	Dol.

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

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

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

**8** Not Applicable.

**9** VALUE OF INVENTORIES

**A.** Did this establishment own inventories, regardless of where held, at the end of 2007 and/or 2006?

0486  Yes - Go to line B

0487  No - Go to **16**

**B.** Report inventories for products owned by this establishment as of December 31.

**1. Total inventories before Last-in, First-out (LIFO) adjustment (if any)** . . . . . 0460

**2. LIFO reserve (if any)** . . . . . 0466

**3. Total inventories after LIFO adjustment (Line B1 minus line B2)** . . . . . 0468

Mark "X" if None

End of 2007			
\$ Bil.	Mil.	Thou.	Dol.

Mark "X" if None

End of 2006			
\$ Bil.	Mil.	Thou.	Dol.

42311035



**10 INVENTORIES BY VALUATION METHOD**

Report how much of the inventory reported in 9, line B1 for 2007 is subject to the following valuation methods.

Mark "X" if None

2007			
\$ Bil.	Mil.	Thou.	Dol.

A. LIFO valuation method before adjustment . . . . . 0244

B. First-in, First-out (FIFO) . . . . . 0491

C. Average cost . . . . . 0492

D. Standard cost . . . . . 0493

E. Other valuation method - Specify method ↴

0895  0494

F. **TOTAL** (Add lines A through E. Total should equal 9, line B1.) . . . . . 0490

**11-15** Not Applicable.

**16 SELECTED EXPENSES**

Mark "X" if None

2007			
\$ Bil.	Mil.	Thou.	Dol.

A. Operating expenses (Include payroll. Exclude cost of goods sold and interest expense.) . . . . . 0140

B. Purchases of merchandise for resale, net of returns, allowances, and trade and cash discounts (Include amounts allowed for trade-ins.) . . . . . 1160

C. For the value reported on line B, were any of these goods ordered over an Internet, Extranet, Electronic Data Interchange (EDI) network, electronic mail, or other online system?

0441  Yes

0442  No

0443  Do not know

D. Equipment leased to other firms under an operating lease in 2007

1. Did this establishment rent or lease to firms, other than your own, new equipment manufactured in the United States by your company in 2007?

0446  Yes - Go to line D2

0447  No - Go to 19

2. Value of new equipment manufactured in the United States by your company and leased under a rental agreement or operating lease to a firm other than your own . . . . . 0448

2007			
\$ Bil.	Mil.	Thou.	Dol.

42311043



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

17 and 18 Not Applicable.

**19 A. KIND OF BUSINESS**

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

- 0700 423 430 11 1  Computers and peripheral equipment sold for resale
- 423 430 12 1  Computers and peripheral equipment sold for end use
- 423 430 20 1  Packaged computer software
- 511 210 00 1  Software publishers, including developing and publishing or publishing only, packaged software
- 541 511 00 1  **Custom** computer programming services (writing, modifying, testing, and supporting software to meet the needs of a particular customer)
- 541 512 10 3  Systems integrators engaged in the development or modification of software and the "bundling" of software with computers and peripheral equipment to create an integrated system designed for a specific application
- 541 513 00 1  Computer facility management and maintenance services
- 541 512 20 4  Computer systems design consultant, providing advice on computer systems, including hardware and software requirements, and use
- 423 420 00 3  Office equipment, excluding office furniture
- 423 210 20 1  Office and business furniture, including church pews and school desks
- 424 120 00 1  Stationery, office supplies, and greeting cards
- 423 440 20 1  Store machines and equipment
- 423 830 30 2  General-purpose industrial machinery
- 423 610 00 1  Electrical apparatus and equipment, wiring supplies, and construction materials, including industrial controls
- 423 690 10 1  Communications equipment and supplies
- 423 690 20 4  Electronic parts and equipment, including blank tapes, compact discs/CDs, and computer diskettes
- 334 413 00 1  On-site manufacturing of semiconductors
- 424 990 20 3  General nondurable goods (a variety of unrelated nondurable goods where no single item is predominant)
- 771 000 00 1  Other kind of business - *Specify* ↴

0701

**19 B. TYPE OF OPERATION**

Which ONE of the following best describes this establishment's principal type of operation in 2007?  
(Mark "X" only ONE box.)

**Merchant wholesaler, buying and selling on own account**

- 0600 12  Importer
- 13  Exporter

CONTINUE WITH 19 ON PAGE 6

CONTINUE ON PAGE 6

42311050



**19 B. TYPE OF OPERATION - Continued**

**Merchant wholesaler, buying and selling on own account - Continued**

- 0600 11  Merchant wholesale distributor or jobber
- 14  Own-brand importer and marketer
- 20  **Manufacturers' sales branch or office**

**Agent, broker, or commission merchant**

- 41  Auction company
- 42  Broker, representing buyers and sellers
- 43  Commission merchant
- 44  Import agent
- 45  Export agent
- 46  Manufacturers' agent
- 49  **Electronic market - business-to-business marketplace that facilitates the sale of goods via the Internet or other electronic means, and operates on a commission or fee basis**
- 77  **Other broker or agent - Specify ↴**

0601

**20 CLASS OF CUSTOMER**

**A.** As a general business practice, did this establishment sell to household consumers and individual users in 2007?

- 0251  Yes
- 0252  No

**B.** Were 75% or more of this establishment's sales to retailers/wholesalers for resale in 2007?

- 0256  Yes
- 0257  No

**C.** Did this establishment require proof of business or professional license from new customers in 2007?

- 0276  Yes
- 0277  No

42311068

CONTINUE WITH **20** ON PAGE 7





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

**22** DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE  
*(Report sales for each product line sold by this establishment, either as a dollar figure or as a whole percent of total sales reported in 5, line A. Include the value of merchandise marketed under capital, finance, or full payout leases, and rental receipts derived from merchandise under operating leases. See HOW TO REPORT DOLLAR FIGURES on page 2 and HOW TO REPORT PERCENTS above. Do not combine data for two or more lines.)*

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>1.</b> New computer equipment						
<b>a.</b> Computers, including personal computers, laptops, servers, and supercomputers	10921					
<b>b.</b> Computer storage devices	10922					
<b>c.</b> Computer printers	10923					
<b>d.</b> Other computer peripheral equipment	10924					
<b>e. Sum lines 1a through 1d</b>	10920					
<b>2.</b> Packaged computer software, including game software and cartridges	10950					
<b>3.</b> Used computer equipment	10930					
<b>4.</b> Custom computer software	19960					
<b>5.</b> Store machines and equipment	10970					
<b>6.</b> Communications equipment and supplies	11650					
<b>7.</b> Electronic parts and equipment, excluding communications equipment	11600					
<b>8.</b> Office equipment, excluding computers						
<b>a.</b> Typewriters	10911					
<b>b.</b> Calculators	10912					
<b>c.</b> Copiers and copier parts and equipment	10913					
<b>d.</b> Dictating, transcribing, and recording machines	10914					
<b>e.</b> Mailing, letter handling, and addressing machines	10915					
<b>f. Sum lines 8a through 8e</b>	10900					
<b>9.</b> Video game players, including dedicated game terminals and hand-held electronic games <i>(Report electronic digital video disc (DVD) based game consoles on line 10.)</i>	12811					
<b>10.</b> Electronic digital video disc (DVD) based game consoles, DVD players, VCRs, and video cameras	11513					
<b>11.</b> Office and business furniture	10420					

42311084





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. Photographic equipment and supplies . . . . .	10800						
13. Electrical apparatus and equipment . . . . .	11400						
14. Electric household appliances, including gas clothes dryers . . . . .	11500						
15. General-purpose industrial machinery, equipment, and parts . . . . .	12320						
16. Printing and writing paper . . . . .	13200						
17. Office paper, office supplies, greeting cards, and labels . . . . .	13300						
18. Miscellaneous commodities - Specify ↴							
a. _____	19811						
b. _____	19812						
c. _____	19813						
19. Rental and operating lease receipts							
a. Computer rental and leasing receipts . . . . .	19941						
b. Photocopying machine rental . . . . .	19942						
c. Other office machine rental receipts . . . . .	19943						
d. Other rental receipts . . . . .	19944						
e. <b>Sum lines 19a through 19d</b> . . . . .	19940						
20. Service receipts and labor charges, including installed parts							
a. Labor charges for repair work . . . . .	19701						
b. Parts installed in repair work . . . . .	19702						
c. Other service receipts and labor charges - Specify ↴							
_____	19703						
d. <b>Sum lines 20a through 20c</b> . . . . .	19700						
21. Receipts for service contracts . . . . .	19720						
22. Receipts for installing equipment . . . . .	19740						
23. Sales of integrated systems . . . . .	19930						
24. <b>TOTAL</b> (Should equal 5, line A if reporting in dollars.) . . . . .	19990					1 0 0	

42311092



**23** Not Applicable.

**24** SHIPPING AND HANDLING

**A.** Did this establishment have any receipts from customers for shipping and handling of merchandise in 2007?

0981  Yes - Go to line B

0982  No - Go to **26**

2007			
Estimates are acceptable			
\$ Bil.	Mil.	Thou.	Dol.

**B.** Receipts of this establishment from customers for shipping and handling of merchandise. . . . . 0985

**C.** Are receipts for shipping and handling included in sales and receipts (reported in **5**, line A)?

0988  Yes

0989  No

**25** Not Applicable.

**26** SPECIAL INQUIRIES

**A. EMPLOYMENT BY PRIMARY FUNCTION**

*(List the number of employees reported in **7**, line A, by the employee's primary function.)*

	Cen- sus use	2007 Paid employees
<b>1.</b> Selling . . . . .	1131	
<b>2.</b> Sales support - including office, clerical, warehousing, customer service, maintenance employees, and drivers . . . . .	1132	
<b>3.</b> General support of other establishments in your company - including central administrative, accounting, research, and other support employees . . . . .	1133	
<b>4.</b> Packaging . . . . .	1135	
<b>5.</b> Production - including employees who manufacture products from raw materials or semi-finished products <i>(Report 'knockdown' assembly employees on line 6 below.)</i> . . . . .	1136	
<b>6.</b> 'Knockdown' assembly - assembling prefabricated components designed for a single application or reassembly of completed products . . . . .	1134	
<b>7.</b> Other - <i>Specify</i> ↴  0837	1137	
<b>8. TOTAL</b> <i>(Add lines 1 through 7. Total should equal <b>7</b>, line A.)</i> . . . . .	1138	

**B. PERCENT OF DROP SHIPPED SALES**

Percentage of sales (reported in **5**, line A) that were drop shipped and did not enter this establishment . . . . . 1111

2007	
Whole percent of sales and receipts	
	%

CONTINUE WITH **26** ON PAGE 11

42311100

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

**26** SPECIAL INQUIRIES - Continued

**C. OTHER ESTABLISHMENT ACTIVITIES**

**1.** Did this establishment design, engineer, or formulate the manufactured products that it sold, produced, or shipped?

0318  Yes

0319  No

**2.** Which of the following best describes this establishment's primary activity? (Mark "X" only ONE box.)

0362  Providing contract manufacturing services for others

0363  Transforming raw materials or components into new products that this establishment owns or controls

0364  Reselling goods manufactured by others (with or without minor final assembly)

0365  Other - Specify ↴

0366

**3.** Did this establishment purchase contract manufacturing services from other companies or other establishments of your company to process materials or components that this establishment owns or controls?

0496  Yes, primarily with establishments WITHIN the 50 States and the District of Columbia

0497  Yes, primarily with establishments OUTSIDE of the 50 States and the District of Columbia

0498  No

**27-29** Not Applicable.

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.**

42311118

