



2002 ECONOMIC CENSUS

ADMINISTRATIVE AND SUPPORT AND WASTE MANAGEMENT AND REMEDIATION SERVICES (ENTERPRISE SUPPORT)

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-56059

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
-------------------------------------	---	---	---	---	---	---	---	---	---	---

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

Mark "X" if None

2002		
\$ Mil.	Thou.	Dol.
1	0 2 6	

4 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

2002		
\$ Mil.	Thou.	Dol.

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		
\$ 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).

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

Mark "X" if None

2002		
Number		

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

1. Annual payroll 0300

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

Mark "X" if None

2002		
\$ Mil.	Thou.	Dol.



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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 **15**

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.

Mark "X" if None

2002		
\$ Mil.	Thou.	Dol.

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

8-14 Not Applicable.

15 SELECTED EXPENSES

(Report the expenses allocated to this establishment 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.)

Mark "X" if None

2002		
Expenses of this establishment		
\$ Mil.	Thou.	Dol.

Mark "X" if None

2002		
Payments made by this establishment in behalf of other establishments of your enterprise		
\$ Mil.	Thou.	Dol.

A. Employer's cost of fringe benefits (Include fringe benefits for all employees reported in **6**, line A and in **7**, line B.) 0228

B. Fuels for heat or power (Include the value of coal, coke, natural and manufactured gas, fuel oil, liquefied petroleum gas, gasoline, etc. used by this establishment. Exclude gasoline and fuel for highway vehicles.) 0451

C. Electricity 0452

CONTINUE WITH **15** ON PAGE 4

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15 SELECTED EXPENSES - Continued

	Mark "X" if None	2002			Mark "X" if None	2002		
		Expenses of this establishment				Payments made by this establishment in behalf of other establishments of your enterprise		
		\$ Mil.	Thou.	Dol.		\$ Mil.	Thou.	Dol.
D. Depreciation charges (Include additions made to accumulated depreciation and amortization accounts. Also include depreciation charges for assets obtained through capital lease agreements and depreciation of software. Exclude depreciation charges for intangible assets (goodwill, patents, copyrights, etc.) as well as depreciation charges for assets not owned by this company.) 0543	<input type="checkbox"/>							
E. Administrative and management consulting services (Exclude salaries paid to your own employees for administrative and management consulting services, and payments by this establishment to the parent enterprise or any of its subsidiaries for administrative or management consulting services.) 0453	<input type="checkbox"/>							
F. Materials and supplies (Include the value of noncapitalized office supplies, parts, supplies, and other goods and materials used by this establishment for repair, maintenance, or other purposes. Also include all noncapitalized materials or supplies not reported on lines B, C, G, or H, such as packaging materials and gasoline and fuel for highway vehicles. Exclude cost of goods purchased for resale.) 0454	<input type="checkbox"/>							
G. Communication services (Include purchased telephone, data transmission, telegraph, telex, ticker tape, photo transmission, facsimile (FAX), paging, cellular telephone, on-line access, and related services.) 0413	<input type="checkbox"/>				0673	<input type="checkbox"/>		
H. Other utilities (Include the value of payments for water, sewer, refuse removal, and other purchased utilities. Exclude fuels and electricity reported on lines B and C.) 0455	<input type="checkbox"/>				0456	<input type="checkbox"/>		
I. Rental payments (Include payments made by this establishment for lease or rental of land, buildings, structures, offices, machinery, equipment, and other tangible assets. Exclude capital leases and rental payments to your own company.)								
1. Buildings and structures 0561	<input type="checkbox"/>				0566	<input type="checkbox"/>		
2. Machinery and equipment 0562	<input type="checkbox"/>				0567	<input type="checkbox"/>		
3. Total rental payments (Sum lines I1 and I2) 0560	<input type="checkbox"/>				0565	<input type="checkbox"/>		

CONTINUE WITH **15** 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.

15 SELECTED EXPENSES - Continued

	Mark "X" if None	2002			Mark "X" if None	2002								
		Expenses of this establishment				Payments made by this establishment in behalf of other establishments of your enterprise								
		\$ Mil.	Thou.	Dol.		\$ Mil.	Thou.	Dol.						
J. Repair and maintenance services <i>(Include all noncapitalized repair and maintenance to buildings and structures and machinery and equipment. Also include purchased repair and maintenance for equipment that is an integral or permanent part of a building or structure as repairs for buildings and structures, not as machinery and equipment. Exclude capitalized improvements for which depreciation or amortization accounts are ordinarily maintained, repair and maintenance performed by employees of this establishment, and repair and maintenance provided by the owner as part of the rental contract.)</i>														
1. Buildings and structures	0411	<input type="checkbox"/>						0671	<input type="checkbox"/>					
2. Machinery and equipment	0412	<input type="checkbox"/>						0672	<input type="checkbox"/>					
3. Total purchased repair and maintenance services (Sum lines J1 and J2)	0410	<input type="checkbox"/>						0670	<input type="checkbox"/>					
K. Computer services <i>(Include system design, computer facilities management, and data processing services purchased by this establishment. Exclude purchases of custom and prepackaged software, salaries paid to your own employees for data processing and other computer-related services, and payments by this establishment to the parent enterprise or any of its subsidiaries for data processing services.)</i>														
	0414	<input type="checkbox"/>						0674	<input type="checkbox"/>					
L. Accounting, auditing, and bookkeeping services <i>(Exclude salaries paid to your own employees for accounting, auditing, and bookkeeping services, and payments by this establishment to the parent enterprise or any of its subsidiaries for accounting services.)</i>														
	0415	<input type="checkbox"/>						0675	<input type="checkbox"/>					
M. Legal services <i>(Exclude salaries paid to your own employees for legal services, and payments by this establishment to the parent enterprise or any of its subsidiaries for legal services.)</i>														
	0416	<input type="checkbox"/>						0676	<input type="checkbox"/>					

CONTINUE WITH 16 ON PAGE 6

56059058

15 SELECTED EXPENSES - Continued

	Mark "X" if None	2002			Mark "X" if None	2002		
		Expenses of this establishment				Payments made by this establishment in behalf of other establishments of your enterprise		
		\$ Mil.	Thou.	Dol.		\$ Mil.	Thou.	Dol.
<p>N. Advertising services (Include payments to other companies for printing, media, and other services and materials used for advertising. Exclude salaries paid to your own employees for advertising services, and payments by this establishment to the parent enterprise or any of its subsidiaries for advertising services.)</p>	0417	<input type="checkbox"/>			0677	<input type="checkbox"/>		
<p>O. Payments to government agencies for taxes, including real property taxes, tobacco and liquor stamps, and license fees (Include business license fees, liquor and tobacco stamps, real and personal property taxes (such as taxes on real estate, motor vehicles, machinery, equipment, and inventories) and special assessments paid to government agencies. Exclude income, sales, payroll, excise taxes (other than for liquor and tobacco stamps), and other taxes collected from customers and paid to local, state, or federal government agencies. Also exclude the cost of computer software purchased under licensing agreements, and license fees paid to nongovernment entities.)</p>	0419	<input type="checkbox"/>			0678	<input type="checkbox"/>		
<p>P. Other expenses (Include travel expenses, expenses related to temporary help, and all other expenses attributable to this establishment - EXCEPT expenses reported in a previous category. Exclude payroll costs reported in 6 and 7. Also exclude costs associated with custom and packaged software, as well as costs related to the acquisition of all other depreciable assets; depreciation on these assets should be reported on line K.)</p>	0418	<input type="checkbox"/>						
<p>Q. Total purchased services and expenses of this establishment, excluding payroll costs (Sum lines A through P).</p>	0459	<input type="checkbox"/>						

16-17 Not Applicable.

18 KIND OF BUSINESS OR ACTIVITY
Principal kind of business or activity in 2002
(Mark "X" only ONE box.)

Employment services

- 0700 561 310 00 14 Employment agencies
- 561 310 00 30 Casting bureaus and agencies
- 561 320 00 20 Temporary help supply services

CONTINUE WITH **13** ON PAGE 7

56059066

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

18 KIND OF BUSINESS OR ACTIVITY - Continued

Administrative and other support services

- 0700 561 410 00 39 Document preparation services, including editing, typing, and transcription
- 561 422 00 27 Telemarketing services
- 551 114 00 13 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

Travel arrangement and reservation services

- 561 510 00 12 Travel agencies
- 561 520 00 28 Tour operators
- 561 599 60 13 Reservation systems, including airlines, hotels, and restaurants

Security and investigation services

- 561 611 00 28 Investigative services
- 561 612 00 35 Protective services
- 561 612 00 19 Security guard services
- 561 621 00 26 Security systems contract monitoring services

Services to buildings and dwellings

- 561 710 00 10 Exterminating services
- 561 720 00 18 Janitorial services
- 561 740 00 14 Rug, carpet, and upholstery cleaning services
- 561 720 00 67 General building cleaning and maintenance services, excluding major repairs
- 561 730 00 16 Lawn and garden services
- 561 730 00 32 Landscaping services

Waste management services

- 562 111 00 13 Solid waste, recyclables, and yard waste (excluding hazardous waste) collection services, local
- 562 112 00 12 Hazardous waste collection services
- 562 212 00 11 Solid waste landfills
- 562 213 00 10 Solid waste combustors and incinerators
- 562 910 10 14 Remediation services - remediating/cleaning up contaminated buildings, mine sites, soil, or ground water

Other kind of business or activity

- 561 990 10 19 Trading stamp sales offices or redemption stores
- 773 000 00 28 Other kind of business or activity - *Specify* ↴

0701

56059074

19 CLASS OF CUSTOMER
 Estimate the percentage of receipts (reported in **4**) by class of customer.

2002	
Whole percent of receipts	
	%
	%
	%
	%
	%
	%
	%
	%
	%
1 0 0	%

- 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. Travel agencies and other resellers 3110
- 6. All other business firms, farms, and not-for-profit organizations 3114
- 7. Federal government 3105
- 8. State and local governments 3106
- 9. **TOTAL** (Sum lines 1 through 8)

20 Not Applicable.



56059082

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

21 PRINCIPAL BUSINESS OR ACTIVITY OF THE OPERATING ESTABLISHMENTS SERVICED

A. Mark "X" the ONE box which best describes the primary kind of business or activity of the establishments of your enterprise that are managed or serviced by this establishment.

- 0651 Mineral extraction, production, or exploration
- 0652 Construction, including general contracting, subcontracting, and land subdividing and developing
- 0653 Manufacturing
- 0654 Wholesale trade, including manufacturers' sales branches and offices
- 0655 Accommodation and food services
- 0656 Retail trade
- 0657 Transportation and warehousing
- 0658 Finance and insurance
- 0659 Real estate and rental and leasing, including rental and leasing of consumer, commercial, and industrial goods and equipment
- 0660 Professional, scientific, and technical services
- 0661 Administrative and support and waste management and remediation services, including travel arrangement
- 0662 Educational services
- 0663 Health care and social assistance
- 0664 Arts, entertainment, and recreation
- 0665 Repair and maintenance
- 0666 Personal and laundry services
- 0667 Publishing
- 0668 Other - *Specify* ↴

0868

B. Describe the principal kinds of merchandise sold, products produced, types of services rendered, or activities performed by the establishments of your enterprise that are managed or serviced by this establishment.

0869



56059090

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** - Report gross billings from supplying temporary employees to client organizations.
- Line 1c** - Report receipts from editing, word processing (typing), or related secretarial services on this line.
- Line 1e** - Report receipts from photocopying and other duplicating services on this line.
- Line 1k** - Report receipts from installation, monitoring, and maintaining security systems, including receipts from the sale or lease of systems which this establishment monitors and maintains on this line. All other sales report on the line for sales of merchandise.
- Line 1l** - Report commissions and fees from the sale of passenger transportation, cruises, lodging, car rentals, and event tickets. For packaged tours, report the difference between the selling price of tours (wholesale or retail) and the amount paid to suppliers.

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. Receipts from providing services to clients outside your own company					
a. Temporary staffing services	37540				
b. Payroll services	34073				
c. Document preparation services	37710				
d. Telephone call services (e.g., telemarketing, telephone answering services)	37720				
e. Photocopying, blueprinting, and other document duplicating services, excluding quick printing/offset printing	37730				
f. Postal, shipping, and mailing services	37750				
g. Packaging and labeling services	37810				
h. Commissions from collection or adjustment of open debts on accounts	37760				
i. Repossession/recovery services	37770				
j. Investigative and detective services	38140				
k. Security system services (e.g., fire, burglar)	38110				
l. Reservation services, including commissions and fees from the sale of passenger transportation, lodging, and other travel services	37910				
m. Rug, carpet, and upholstery cleaning services	38210				
n. Exterminating and pest control services	38230				
o. Building cleaning and maintenance services	38240				
p. Landscaping care and maintenance services	38250				

CONTINUE WITH 22 ON PAGE 11

56059108

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
1. Receipts from providing services to clients outside your own company - Continued					
q. Nonhazardous waste management services - Specify ↴					
	38800				
r. Hazardous waste management services - Specify ↴					
	37840				
s. Remediation services - Specify ↴					
	38660				
2. Sales of merchandise - Specify ↴					
	39061				
3. All other operating receipts - Specify principal lines and estimated receipts ↴					
	39558				
4. TOTAL OPERATING RECEIPTS - Sum of lines should equal 4 if reporting in dollars	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

B. Amount of receipts or revenue for exported services 0914

2002		
\$ Mil.	Thou.	Dol.

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

56059116

27-28 Not Applicable.

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 Yes 0079 No - Enter time period covered →

FROM 0070	Month	Year	TO 0071	Month	Year

0072 Name of person to contact regarding this report	0073 Title

Telephone 0074	Area code	Number	Extension	Fax 0075	Area code	Number

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

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

56059124