



2002 ECONOMIC CENSUS

OFFICE SUPPLY, STATIONERY, AND GIFT STORES

OMB No. 0607-0881: Approval Expires 06/30/2004

DUE DATE
FEBRUARY 12, 2003

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

RT-45360

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



45360013

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

Sales of merchandise and other operating receipts (Exclude sales or other taxes collected). 0100

2002		
\$ Mil.	Thou.	Dol.

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

A. Did this establishment have any e-commerce sales and/or receipts in 2002? (E-commerce sales and/or receipts are sales of goods or services where an order is placed by the buyer, or price and terms of sale are negotiated, over an Internet, Extranet, Electronic Data Interchange (EDI) network, electronic mail, or other online system. Payment 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 and/or receipts of this establishment (Include e-commerce sales and/or receipts in **4**. Include shipping and handling charges. 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



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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

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

- 0700 453 210 00 15 Office supply store
- 453 210 00 23 Stationery store
- 453 220 00 39 Gift, novelty, souvenir store, including crafts
- 453 220 00 21 Greeting card store
- 453 220 00 62 Party supply store, including seasonal decorations
- 448 310 00 14 Jewelry store
- 453 998 10 11 Collectors' items and supplies store, including collectibles
- 451 120 20 14 Craft supply store
- 451 120 10 16 Hobby, toy, and game store
- 448 320 00 12 Luggage and leather goods store
- 442 299 00 12 Homefurnishings store, including china, glassware, metalware, lamps, lampshades, pictures, frames, mirrors, etc.

CONTINUE WITH **18** ON PAGE 4

18 KIND OF BUSINESS - Continued

- 0700 453 210 00 31 School supplies store
- 451 211 10 16 Book store, general
- 451 211 20 30 Specialty book store
- 448 120 00 14 Women's clothing store
- 772 000 00 12 Other kind of business - *Specify* ↴

0701

19 CLASS OF CUSTOMER

A. As a general business practice, did this establishment sell to household consumers and individual users in 2002?

- 0251 Yes
- 0252 No

B. Were 75% or more of this establishment's sales to retailers/wholesalers for resale in 2002?

- 0256 Yes
- 0257 No

C. Did this establishment require proof of business or professional license from new customers in 2002?

- 0276 Yes
- 0277 No

CONTINUE WITH **19** ON PAGE 5



45360047

HOW TO REPORT PERCENTS



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

Report whole percents

2002

Estimates are acceptable. Report dollars OR percents.

\$ Mil.	Thou.	Dol.	Percent
			3 9

22 DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE

(Report sales for each merchandise line sold by this establishment, either as a dollar figure or as a whole percent of total sales (reported in 4). See HOW TO REPORT DOLLAR FIGURES on page 2 and HOW TO REPORT PERCENTS above.)

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. Greeting cards	20855				
2. Souvenirs and novelty items	20877				
3. Seasonal decorations, including decorative plates, napkins, and cups	20878				
4. Stationery products, including stationery, tablets, pads, and related products	20851				
5. Office paper, including computer printer, copier, fax, and typewriter cut sheet paper	20852				
6. Office and school supplies	20853				
7. Books (Report audio tape books on line 16 and comic books on line 8.)	20420				
8. Magazines and newspapers	20856				
9. Kitchenware and homefurnishings, including cookware, cooking accessories, dinnerware, glassware, giftware, decorative accessories, clocks, mirrors, closet and bathroom accessories, etc.					
a. Giftware and glassware, including vases (Report candy and confections on line 22.)	20386				
b. All other kitchenware and homefurnishings, including cookware and cooking accessories, dinnerware, decorative accessories, etc.	20387				
c. Sum lines 9a and 9b	20380				
10. Luggage and leather goods (Report men's and women's small leather apparel accessories on line 27 or 26.)	20859				
11. Typewriters	20882				
12. Computer hardware, software, and supplies, including computer game software (Report computer-related furniture on line 15. Report calculators and office equipment, such as adding machines, copiers, fax machines, etc., on line 13. Report office supplies on line 6. Report electronic games and electronic game devices on line 20. Report electronic game/DVD combination devices on line 17.)	20370				
13. Office equipment, including fax machines, dictaphones, copying machines, calculating machines, etc. (Report office supplies on line 6.)	20854				
14. Jewelry, including watches, watch attachments, novelty jewelry, etc.	20400				
15. Furniture, sleep equipment	20340				

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CONTINUE WITH 22 ON PAGE 7

CONTINUE 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.			
		\$ Mil.	Thou.	Dol.	Percent
0723	0720	0721			0722
16. Audio equipment, musical instruments, radios, stereos, compact discs, records, tapes, audio tape books, sheet music, accessories	20330				
17. Televisions, video recorders, video cameras, video tapes, DVDs, etc., including electronic game/DVD combination devices, parts, and accessories (Report video games on line 20. Report rentals on line 41e. Report parts installed in repair on line 41c.)	20320				
18. Small electric appliances, including mixers, toasters, coffee makers, personal care appliances, etc.	20310				
19. Cigars, cigarettes, tobacco, and smokers' accessories, excluding sales from vending machines operated by others	20150				
20. Toys, hobby goods, and games, including video and electronic games, electronic game devices, and wheel goods, except bicycles (Report bicycles on line 34. Report computer game software on line 12. Report electronic game/DVD combination devices on line 17.)	20460				
21. Meals, unpackaged snacks, sandwiches, nonalcoholic beverages generally served for immediate consumption	20120				
22. Groceries and other food items for human consumption off the premises	20100				
23. Soaps, detergents, and household cleaners	20180				
24. Paper and related products, including paper towels, toilet tissue, wraps, bags, foils, etc. (Report stationery products on line 4 and computer printer paper on line 5.)	20190				
25. Photographic equipment and supplies (Report photofinishing on line 41e.)	20440				
26. Women's, juniors', and misses' wear (Report girls', infants', and toddlers' wear on line 28 and footwear on line 29.)	20220				
27. Men's wear (Report boys' wear on line 28 and footwear on line 29.)	20200				
28. Children's wear, including boys' (sizes 2 to 7 and 8 to 20), girls' (sizes 4 to 6x and 7 to 14), and infants' and toddlers' clothing and accessories (Report footwear on line 29.)	20240				
29. Footwear, including accessories	20260				
30. Curtains, draperies, blinds, slipcovers, bed and table coverings	20280				
31. Hardware, tools, and plumbing and electrical supplies	20600				
32. Sewing and knitting materials and supplies	20270				
33. Drugs, health aids, beauty aids, including cosmetics	20160				
34. Sporting goods	20500				
35. Lawn, garden, and farm equipment and supplies; cut flowers; plants and shrubs; fertilizers; etc.	20620				

CONTINUE WITH 22 ON PAGE 8

CONTINUE ON PAGE 8

45360070

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.			
		\$ Mil.	Thou.	Dol.	Percent
0723	0720	0721			0722
36. Collectibles, including items which are old, but less than 100 years old, and limited in supply	20862				
37. Art goods, including original pictures and sculptures (Report artists' supplies on line 40 and reproductions on line 9b.)	20863				
38. Artificial/silk flowers, plants, and trees	20879				
39. Craft supplies	20881				
40. All other merchandise (Report receipts for services on line 41.) Specify principal lines and estimated sales below	29810				
a.	29811				
b.	29812				
c.	29813				
41. All nonmerchandise receipts, including receipts from rentals, storage, and other services provided to customers EXCLUDING SALES AND OTHER TAXES					
a. Printing or engraving to order	29938				
b. Other labor charges	29906				
c. Parts installed in repair	29907				
d. Value of service contracts	29943				
e. All other nonmerchandise receipts, including receipts from customers for rental or lease of equipment, photofinishing, etc.	29979				
f. Sum lines 41a through 41e	29900				
42. TOTAL (Should equal 4 if reporting in dollars.)	29990				1 0 0

23 Not Applicable.

24 SHIPPING AND HANDLING

A. Did this establishment have any receipts from customers for shipping and handling of merchandise in 2002?

0981 Yes - Go to line B

0982 No - Go to **25**

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

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

C. Are receipts for shipping and handling included in sales and receipts (reported in **4**)?

0988 Yes

0989 No

25 Not Applicable.

45360088

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

26 SPECIAL INQUIRIES

USED MERCHANDISE

Did the sale of used or secondhand merchandise, including antiques and collectibles, account for more than 75 percent of the total sales and receipts reported in **4**?

2101 Yes

2102 No

27 Not Applicable.

28 ESTABLISHMENT ACTIVITIES

A. Indicate activities that were performed by this establishment or were performed for this establishment by another company during 2002.
(Mark "X" ALL that apply.)

	This activity was performed by this establishment	This activity was performed for this establishment by another company	This activity was not provided by this establishment
1. Product Development			
a. Product design/engineering	0921 <input type="checkbox"/>	0941 <input type="checkbox"/>	0961 <input type="checkbox"/>
b. Materials fabrication/processing/assembly/blending	0922 <input type="checkbox"/>	0942 <input type="checkbox"/>	0962 <input type="checkbox"/>
2. Order Fulfillment			
a. Bundling or kitting (combining multiple items into a repackaged product)	0923 <input type="checkbox"/>	0943 <input type="checkbox"/>	0963 <input type="checkbox"/>
b. Pick and pack (taking goods from inventory and packaging them to fill orders)	0924 <input type="checkbox"/>	0944 <input type="checkbox"/>	0964 <input type="checkbox"/>
c. Warehousing	0925 <input type="checkbox"/>	0945 <input type="checkbox"/>	0965 <input type="checkbox"/>
d. Breaking bulk (reducing large shipments into smaller portions for customers)	0926 <input type="checkbox"/>	0946 <input type="checkbox"/>	0966 <input type="checkbox"/>
e. Local delivery (within a city, town, or other local area, including adjoining towns and suburban areas)	0927 <input type="checkbox"/>	0947 <input type="checkbox"/>	0967 <input type="checkbox"/>
f. Long distance delivery (beyond local areas and commercial zones)	0928 <input type="checkbox"/>	0948 <input type="checkbox"/>	0968 <input type="checkbox"/>
g. Less than truckload	0929 <input type="checkbox"/>	0949 <input type="checkbox"/>	0969 <input type="checkbox"/>
3. Other Services			
a. Customs brokerage (providing the services of a licensed customs broker).	0930 <input type="checkbox"/>	0950 <input type="checkbox"/>	0970 <input type="checkbox"/>
b. Logistics consulting (providing advice and expertise)	0931 <input type="checkbox"/>	0951 <input type="checkbox"/>	0971 <input type="checkbox"/>
c. Processing of returned merchandise	0932 <input type="checkbox"/>	0952 <input type="checkbox"/>	0972 <input type="checkbox"/>

CONTINUE WITH **29** ON PAGE 10

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28 ESTABLISHMENT ACTIVITIES - Continued

B. During 2002 did this establishment:

- 1. Manage inventory owned by this establishment AND held at this location? . . . 0936 Yes 0937 No
- 2. Manage inventory owned by this establishment BUT held at a customer's location? 0956 Yes 0957 No
- 3. Manage inventory owned by another company BUT held at this location? 0976 Yes 0977 No
- 4. Manage inventory owned by another company AND held somewhere other than at this location? 0994 Yes 0995 No

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	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 0069

Month	Day	Year

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

45360104