

NAPCS Product List for NAICS 5611: Office Administrative Services

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Industry Subject Area	Working Group Code	Tri-lateral Detail	National Product Detail			United States		NAICS Industries Producing the Product
			Can	Méx	US	Title	Definition	
5611	1	X				Office administrative services	<p>Providing office administrative services on a contract or fee basis, which the client uses to carry out its own activity. The services provided are "non-core" with respect to the client's activity.</p> <p>Includes:</p> <ul style="list-style-type: none"> • day-to-day office administrative services such as billing, record keeping, personnel, secretarial, mail room, and other administrative activities. 	56111 56140
5611	1.1			X		General office administrative services	Providing services focused on supporting businesses administrative processes, considering all of its areas in an integrated way.	56111
5611	1.2			X		Specialized office administrative services	Providing specialized services focused on a business, discipline or working area; financial, human resources, production and marketing administrative services should be considered (among other).	56111
5611	1.9			X		Other office administrative services	Office administrative services, not elsewhere classified, which are identified because they refer to supporting unusual administrative processes.	56111
5611	2	X				Related products	Other important products provided by establishments classified in NAICS 5614.	54121 54161 56111 56141 56143
5611	2.1			X		Consulting on office administrative services	Providing advice and guidance related to office administration.	56111

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5611	2.2				X	Document preparation services	<p>Providing document editing, proofreading, layout, desktop publishing, technical editing, and typing services.</p> <p>Includes:</p> <ul style="list-style-type: none"> document such as dissertations, legal briefs, and resumes, etc. <p>Same as product 1 on 5614 list.</p>	56111 56141 56143 56149
5611	2.3				X	Bookkeeping, compilation, payroll, and taxation services	<p>Providing bookkeeping, compilation of financial statements, payroll, and taxation services.</p> <p>Bookkeeping services may include general transaction entry, including maintenance of all journals and ledgers, preparation of trial balances and bank reconciliations and production of management information reports, billing and collection of accounts receivable, and processing of accounts payable. Compilation services may include arranging information received from a client into the form of a financial statement, and assuring that the assembly of information is arithmetically correct (without verifying the accuracy or completeness of the information provided). Payroll services may include payroll processing, withholding deductions, remitting deductions and employer's contributions to government-mandated and other plans, and filing reports. Taxation services may include preparation, review, or filing of tax returns or supplementary documents as well as tax planning and consulting services.</p> <p>Excludes:</p> <ul style="list-style-type: none"> providing a bundled compilation and financial statement review engagement service. <p>Same as product 1.2 on 5412 list.</p>	541211 541219 5611
5611	2.4				X	Mailroom services	<p>Providing standard mailroom procedure services, such as mail assembly, tracking, sorting, delivery to post office, and other mailroom services to replace onsite mailrooms.</p> <p>Excludes:</p> <ul style="list-style-type: none"> mail presorting services sold separately. <p>Same as product 6.1 on 5614 list.</p>	56111 56143