



2012 ECONOMIC CENSUS

Administrative and Other Support Services

DUE DATE
FEBRUARY 12, 2013

(Please correct any errors in this mailing address.)

Need help or have questions?

- **Read** the accompanying information sheet(s) before answering the questions.
- **Visit** econhelp.census.gov
- **Call** 1-800-233-6136, between 8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday.

AS-56102

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Report Online - It's fast and secure!
Go to: econhelp.census.gov

- **OR** -

Mail your completed form to:

U.S. CENSUS BUREAU
1201 East 10th Street
Jeffersonville, IN 47134-0001

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.
- Do not put slashes through 0 or 7.
- Please center numbers in their respective boxes.
- 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 to the left of the mailing address the same as the one used for this establishment on its latest 2012 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

 -

CONTINUE WITH **2** ON PAGE 2



2 PHYSICAL LOCATION - Continued

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

3 OPERATIONAL STATUS

Which ONE of the following best describes this establishment's operational status at the end of 2012? (Mark "X" only ONE box.)

- 0011 In operation
- 0013 Temporarily or seasonally inactive
- 0014 Ceased operation - Give date at right →
- 0015 Sold or leased to another corporation - Give date at right AND enter name and address of new owner or operator and Employer Identification Number (EIN) below ↴

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Month	Day	Year
[] []	[] []	[] [] [] []

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

Number of months in operation during 2012 (If none, mark "X" and go to 30.) 0002

	2012 Number
Mark "X" if None	[] []

56102023



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

HOW TO REPORT DOLLAR FIGURES

Dollar figures should be **rounded to thousands** of dollars.

Mark "X" if None

If a figure is **\$2,035,628.79**:

Report →

If a value is "0" (or less than \$500.00):

Report →

2012		
\$ Bil.	Mil.	Thou.
	2	036
EXAMPLE		

5 SALES, SHIPMENTS, RECEIPTS, OR REVENUE

Report operating receipts of this establishment

- Collection agencies should include commissions, plus gross recoveries from purchased receivables. Do not report gross amounts collected on a commission basis.
- Industrial development organizations should report total revenue, including contributions, gifts, and grants.

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Operating receipts 0100

Mark "X" if None

2012		
\$ Bil.	Mil.	Thou.

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 to the left of the mailing address or corrected in 7.

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

2012	
Number	

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

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

Mark "X" if None

2012		
\$ Bil.	Mil.	Thou.

1. Annual payroll 0300

2. First quarter payroll (January-March 2012) 0310

8-18 Not Applicable.

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19 KIND OF BUSINESS OR ACTIVITY

Which **ONE** of the following best describes this establishment's principal kind of business or activity in 2012?
 If none of the provided selections seem appropriate, provide a specific description of the primary business activity.
Mark "X" only ONE box.

Business service center, including duplication and mailing services

- 0700 561 439 00 3 Copy center/shop - providing photocopying, blueprinting, or other document copying services without in-house printing operations (*Printing may be contracted out.*)
- 323 114 00 1 Quick printing - providing printing services using small offset presses or duplicators with or without photocopying services
- 777 561 02 2 Other printing services - *Describe* ↴

- 0701 561 431 00 1 Private mail center - providing mailbox rental, postal shipping services, and related office support services (e.g., fax services, on-site PC rental, office product sales)
- 561 499 00 1 Mail presorting services
- 561 910 00 1 Packaging and labeling services (i.e., apparel folding and packaging, shrink wrapping), excluding aerosol packaging
- 488 991 00 1 Packing, crating, and preparing goods for shipping
- 518 210 00 D Microfilm recording or optical scanning services
- 777 561 02 3 Other reproduction or duplication services - *Describe* ↴
- 0701 541 860 00 1 Direct mail advertising services
- 491 110 00 1 Post office contract station

Credit bureau, collection, and repossession services

- 561 440 00 4 Collection agency
- 561 450 20 1 Commercial credit reporting agency
- 561 450 10 1 Consumer credit reporting agency
- 561 491 00 1 Repossession services
- 561 440 00 5 Debt collection services
- 561 440 00 6 Adjustment bureau
- 773 000 00 4 Other credit bureaus, collection, and repossession services - *Describe* ↴

Document preparation and court reporting services

- 561 492 00 1 Court reporting or stenotype services
- 561 410 00 3 Document preparation services, including editing, typing, and transcription
- 561 410 00 1 Typing, word-processing, or other secretarial services

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

19 KIND OF BUSINESS OR ACTIVITY - Continued

Telephone call center

- 0700 561 422 00 2 Call/contact center - initiating or receiving communications via telephone, facsimile, email, or other communication modes for administering product and customer support or information inquiries
- 561 421 00 1 Telephone answering services
- 561 422 00 1 Telemarketing bureau - selling, taking orders, and/or soliciting contributions, information, etc., on a contract basis
- 777 561 02 1 Telemarketing center - selling this company's own products and services - *Describe products or services sold* ↴

- 0701 561 421 00 2 Voice mail/mailbox services

Other administrative and business support services

- 561 920 00 1 Convention and trade show organizers or management services
- 561 591 00 1 Convention and visitor/tourist information bureau
- 561 990 30 1 Economic/industrial development organization
- 561 990 20 1 Water softening and conditioning services
- 561 499 00 4 Fundraising services, on a contract or fee basis
- 777 561 02 7 Other business support services - primarily engaged in performing activities that are ongoing routine business support functions that businesses and organizations traditionally do for themselves - *Describe* ↴

- 0701 339 950 00 1 Manufacturer of signs and related displays (*Exclude printing paper and paperboard signs, notices, and displays.*)

Other kind of business or activity

- 561 990 90 1 Inventory counting services
- 561 920 00 3 Event planning
- 561 499 00 5 Conferencing services
- 561 990 90 4 Auctioneer - independent, providing calling services on a contract basis
- 453 998 30 A Auction house (exclude art) - selling new or used merchandise to the general public on an auction basis
- 777 561 02 5 Wholesale auction company - selling goods for resale or durable non-consumer goods (e.g., used automobiles, livestock) on an auction basis - *Describe type of auction good* ↴

- 0701 522 320 90 3 Credit and/or debit card processing services

CONTINUE WITH **19** ON PAGE 6

CONTINUE ON PAGE 6

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

HOW TO REPORT PERCENTS

Percents should be **rounded to whole** percents.

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

2012

Report thousands of dollars OR whole percents.

Estimates are acceptable.

\$ Bil.	Mil.	Thou.	Percent
			39

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 3 and **HOW TO REPORT PERCENTS** above. Do not combine data for two or more receipts lines.)

Line 4 - Report receipts from providing copying and reproduction services from an original hard copy or an electronic copy. Include reprinting blueprints and architectural drawings. Exclude quick and digital printing.

Line 5 - Report receipts from providing black and white or color printing services of all sizes. Include offset, quick, and digital printing services. Exclude lithographic, gravure, flexography, and screen printing services.

Line 7 - Report receipts from telemarketing services including promotional and advertising telephone-based services, market research and polling telephone-based services, fundraising telephone-based services, and customer service telephone-based services.

Line 10 - Report receipts from providing packaging and labeling services on contract, or outsourced basis of client-owned products.

Line 13 - Report receipts from providing credit reports on individuals or businesses containing information on the ability to pay bills, arrest records, records of bankruptcy, job stability, credit history, credit scores, etc.

Line 16 - Report receipts from the production and management of special events, such as trade fairs and conventions. Include receipts from a variety of sources, such as products sold, advertising, admissions, and management fees.

Line 17 - Report receipts from developing and implementing a public relations strategy through the use of special events or event sponsorships.

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Description of sales, shipments, receipts, or revenue

2012

Report thousands of dollars OR whole percents.

Estimates are acceptable.

	\$ Bil.	Mil.	Thou.	Percent
1. Document preparation services (Include editing, proofreading, layout, desktop publishing, etc.) 32890				
2. Typing services (Include transcription services.) 32900				
3. Document finishing services (Include binding, mounting, laminating, folding, etc.) 32910				
4. Copying and reproduction services 32920				
5. Printing services				
a. Quick 35561				
b. Digital 35562				
c. Other printing services - Describe ↴				
<input type="text" value=""/> 35563				
d. Add lines 5a through 5c 35560				

CONTINUE WITH **22** ON PAGE 8

CONTINUE ON PAGE 8

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22 DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE - Continued

Description of sales, shipments, receipts, or revenue	2012			
	Report thousands of dollars OR whole percents. Estimates are acceptable.			
	\$ Bil.	Mil.	Thou.	Percent
6. Stenographic services <i>(Include court reporting services.)</i> 32940				
7. Telemarketing services				
a. Outbound telemarketing services 32951				
b. Inbound telemarketing services 32952				
c. Add lines 7a and 7b 32950				
8. Telephone answering and messaging services <i>(Include contact/call center services.)</i> 32960				
9. Postal, shipping, and mailing services				
a. Postal and shipping services and mailbox rentals 32980				
b. Mail presorting services and address barcoding 32990				
c. Fax transmission services 33000				
10. Packaging and labeling services 33010				
11. Collection services and debt recovery				
a. Consumer debt collection 33021				
b. Commercial debt collection 33022				
c. Add lines 11a and 11b 33020				
12. Repossession and collateral recovery services 33030				
13. Credit rating services <i>(Include credit investigation services, reporting bureaus, and credit agencies.)</i>				
a. Individual credit rating services 33041				
b. Commercial credit rating services 33042				

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CONTINUE WITH **23** ON PAGE 9

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22 DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE - Continued

Description of sales, shipments, receipts, or revenue	2012			
	Report thousands of dollars OR whole percents. Estimates are acceptable.			
	\$ Bil.	Mil.	Thou.	Percent
13. Credit rating services - Continued				
c. Government rating services 33043				
d. Add lines 13a through 13c 33040				
14. Fundraising organization services (on a contract or fee basis for clients, individuals, or organizations) 33100				
15. Distance conferencing services 33000				
16. Convention and trade show organization services 35590				
17. Event management services (Public relations) 37705				
18. Investigation services (Include personal background checks.) 33100				
19. Resale of merchandise - Describe ↴				
[] 39639				
20. All other operating receipts - Describe if more than 10 percent of total receipts ↴				
[] 39738				
21. TOTAL OPERATING RECEIPTS - Sum of lines should equal 5 if reporting in dollars 39850				100

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23 and **24** Not Applicable.

25 EXPORTED SERVICES

NOTE - An exported service is a product (e.g., service performed, license agreement) that is sold or transferred to, or 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). 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

B. Amount of receipts or revenue for exported services 0914

2012		
\$ Bil.	Mil.	Thou.

56102098



26 SPECIAL INQUIRIES

FRANCHISE

1. Was this establishment operating under any trademark(s) authorized by a franchisor in 2012?
(Mark "X" only ONE box.)

0237 Yes - franchisee-owned establishment

0238 Yes - franchisor-owned establishment

0239 No

2. If yes, provide the trademark(s) below. ↴

0235

27-29 Not Applicable.

REMARKS (Please use this space for any explanations that may be essential in understanding your reported data.)

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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 →

	Month	Year		Month	Year
FROM	□ □	□ □ □ □	TO	□ □	□ □ □ □

Name of person to contact regarding this report

Title

	Area code	Number	Extension
Telephone	□ □ □	- □ □ □ □ □ □ □ □	- □ □ □ □ □

	Area code	Number
Fax	□ □ □	- □ □ □ □ □ □ □ □

E-mail address

	Month	Day	Year
Date completed	□ □	□ □	□ □ □ □

Thank you for completing your 2012 ECONOMIC CENSUS form.
PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS AND RETURN THE ORIGINAL.

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