# **2010 Annual Services Report Service Annual Survey**

U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU



# Human Resources and Executive Search Consulting Services

FORM <b>SA-54161</b>			
REPORT DUE	140 S 541612	AS_G	
Need help or have questions? <b>Call</b> 1-800-772-7851 M-F, 8:30 a.m 5:00 p.m. EST or <b>Visit</b> our web site: www.census.gov/econhelp/sas or <b>Write</b> to: U.S. Census Bureau 1201 East 10th Street Jeffersonville, IN 47132-0001	(Please correct any errors	s in name, address,	and ZIP Code.)
	go to: <i>www.census.gov/econhelp/sas</i> ter your username and password to login.	Username: Password:	

# 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.

# YOUR RESPONSE IS CONFIDENTIAL BY LAW

Title 13, United States Code, requires that your response may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. The law also provides that copies retained in your files are **immune from legal process**.

# YOUR RESPONSE IS IMPORTANT

The services industries account for nearly 70 percent of all economic activity. We conduct this survey to obtain timely, comprehensive, and consistent measures needed by policy-makers, businesses, and the public to accurately assess domestic economic performance.



54161013

This ron	COVERAGE				
providir assistan planning	ort covers all domestic locations operated by your company and its subsidiaries pr g human resources and executive search consulting services. Activities include pr ce on issues such as human resource and personnel policies, practices, and procec g, communication, and administration; compensation systems planning; wage and cutive search and recruitment.	ovidir dures;	ng advid emplor	ce and yee ber	
Does ti	e above coverage describe this firm's business activity? Yes - Go to ②.				
0001	No - Specify the firm's business activity and complete the report where with <b>O</b> . <sub>承</sub>	appl	icable	beginı	ning
	0002				
	PERIODS				
Nhat pe	riods of time will this data represent?				
Report	lata for the 2010 calendar year if possible.				
For loca	lata for the 2010 calendar year if possible. tions that were sold or acquired during the year, only report for the periods that operated the locations.				
For loca				20 <sup>-</sup>	
For loca	tions that were sold or acquired during the year, only report for the periods that operated the locations.		Month	Fro	m
For loca	tions that were sold or acquired during the year, only report for the periods that operated the locations.		Month		
• For loca this firm	tions that were sold or acquired during the year, only report for the periods that operated the locations. 2010 calendar year - <b>Go to ③</b> . Other than calendar year - <b>Enter the periods this report will cover</b>	0007	Month	<b>Fro</b> Day	Year
• For loca this firm	tions that were sold or acquired during the year, only report for the periods that operated the locations.	0007	Month	Fro	Year
• For loca this firm	tions that were sold or acquired during the year, only report for the periods that operated the locations. 2010 calendar year - <b>Go to ③</b> . Other than calendar year - <b>Enter the periods this report will cover</b>	0007		Fro Day To	Year Year

# Form SA-54161 (10-22-2010)

<ul> <li>Do not combine data for two or more detail lines.</li> <li>Exclude:</li> <li>Transfers made within the company.</li> <li>Management Consulting Services</li> <li>Report implementation services not combined with consulting ervices in line 9.</li> <li>1. Strategic management consulting, and consulting combined with implementation - Providing advice, guidance, and implementation concerning business strategy (e.g., e-commerce) and planning, corporate development and restructuring, and other strategic management consulting, and consulting combined with implementation - Providing advice, guidance, and implementation concerning management accounting and consulting services.</li> <li>2. Financial management consulting, and consulting combined with implementation - Providing advice, guidance, and implementation concerning management consulting services.</li> <li>31. Marketing management consulting, and consulting services.</li> <li>32. Marketing management consulting, and consulting services.</li> <li>33. Marketing management consulting, and consulting services.</li> <li>34. Human resources management consulting, and consulting combined with implementation - Providing advice, guidance, and implementation concerning projects related to marketing strategy, market development, and sales management and development.</li> <li>34. Human resources strategies, policies, practices, and procedures. Include consulting on employee pensions and other benefits.</li> <li>35. Operations and supply chain management consulting, and consulting, and consulting combined with implementation - Providing advice, guidance, and implementation concerning integrated supply chain management, operations management includes inventory management, warehousing, storage, and distribution services; operations management includes systems and procedures improvements; and logistics management includes production</li> </ul>	Mark if No 161 162 163 164 17	one \$B	 IO Oper Mil.	rating R Thou	 ue Dol.	
<ul> <li>with implementation - Providing advice, guidance, and implementation concerning business strategy (e.g., e-commerce) and planning, corporate development and restructuring, and other strategic management consulting services</li></ul>	if No 161	one \$B	 -			
<ul> <li>Exclude:</li> <li>Transfers made within the company.</li> <li>Management Consulting Services</li> <li>Report implementation services not combined with consulting services in line 9.</li> <li>Strategic management consulting, and consulting combined with implementation - Providing advice, guidance, and implementation concerning business strategy (e.g., e-commerce) and planning, corporate development and restructuring, and other strategic management consulting services.</li> <li>Financial management consulting, and consulting combined with implementation - Providing advice, guidance, and implementation oncerning management accounting and controllership, and other financial management consulting services.</li> <li>Marketing management consulting, and consulting combined with implementation - Providing advice, guidance, and implementation concerning projects related to marketing strategy, market development, and sales management and development.</li> <li>Human resources management consulting, and consulting combined with implementation - Providing advice, guidance, and implementation concerning the development or modification of human resources strategies, policies, practices, and procedures. Include consulting on employee pensions and other benefits.</li> <li>Operations and supply chain management consulting, advice, guidance, and implementation concerning integrated supply chain management, operations management, and logistics management. Integrated supply chain management includes inventory management, warehousing, storage, and distribution services; operations management includes systems and procedures improvements; and logistics management includes production planning and control.</li> <li>Actuarial consulting (except for employee pensions and</li> </ul>	if No 161	one \$B	 -			
<ul> <li>Transfers made within the company.</li> <li>Management Consulting Services</li> <li>Report implementation services not combined with consulting services in line 9.</li> <li>Strategic management consulting, and consulting combined with implementation concerning business strategy (e.g., e-commerce) and planning, corporate development and restructuring, and other strategic management consulting services.</li> <li>Financial management consulting, and consulting combined with implementation - Providing advice, guidance, and implementation concerning management accounting and controllership, and other financial management consulting and consulting services.</li> <li>Marketing management consulting, and consulting combined with implementation - Providing advice, guidance, and implementation concerning projects related to marketing strategy, market development, and sales management and development.</li> <li>Human resources management consulting, and consulting combined with implementation - Providing advice, guidance, and implementation concerning the development or modification of human resources strategies, policies, practices, and procedures. Include consulting on employee pensions and other benefits.</li> <li>Operations and supply chain management consulting, and consulting advice, guidance, and implementation concerning integrated supply chain management, operations management, and logistics management. Integrated supply chain management includes inventory management, warehousing, storage, and distribution services; operations management includes systems and procedures improvements; and logistics management includes production planning and control.</li> <li>Actuarial consulting (except for employee pensions and</li> </ul>	if No 161	one \$B	 -			
<ul> <li>Report implementation services not combined with consulting envices in line 9.</li> <li>1. Strategic management consulting, and consulting combined with implementation - Providing advice, guidance, and implementation concerning business strategy (e.g., e-commerce) and planning, corporate development and restructuring, and other strategic management consulting, and consulting combined with implementation - Providing advice, guidance, and implementation - Providing advice, guidance, and implementation - Providing advice, guidance, and implementation concerning management consulting services.</li> <li>3. Marketing management consulting, and consulting combined with implementation - Providing advice, guidance, and implementation concerning projects related to marketing strategy, market development, and sales management and development.</li> <li>4. Human resources management consulting, and consulting combined with implementation - Providing advice, guidance, and implementation concerning the development or modification of human resources strategies, policies, practices, and procedures. Include consulting on employee pensions and other benefits.</li> <li>5. Operations and supply chain management consulting, and consulting combined with implementation concerning integrated supply chain management, and logistics management. Integrated supply chain management includes inventory management, warehousing, storage, and distribution services; operations management includes systems and procedures improvements; and logistics management includes production planning and control.</li> <li>31</li> <li>6. Actuarial consulting (except for employee pensions and</li> </ul>	if No 161	one \$B	 -			
<ul> <li>Strategic management consulting, and consulting combined with implementation - Providing advice, guidance, and implementation concerning business strategy (e.g., e-commerce) and planning, corporate development and restructuring, and other strategic management consulting services</li></ul>	if No 161	one \$B	 -			
<ul> <li>with implementation - Providing advice, guidance, and implementation concerning business strategy (e.g., e-commerce) and planning, corporate development and restructuring, and other strategic management consulting services</li></ul>	162					
<ul> <li>with implementation - Providing advice, guidance, and implementation concerning management accounting and controllership, and other financial management consulting services.</li> <li>31 Marketing management consulting, and consulting combined with implementation - Providing advice, guidance, and implementation concerning projects related to marketing strategy, market development, and sales management and development.</li> <li>4. Human resources management consulting, and consulting combined with implementation - Providing advice, guidance, and implementation concerning the development or modification of human resources strategies, policies, practices, and procedures. Include consulting on employee pensions and other benefits.</li> <li>5. Operations and supply chain management consulting, and consulting advice, guidance, and implementation concerning integrated supply chain management, operations management, and logistics management. Integrated supply chain management includes inventory management, warehousing, storage, and distribution services; operations management includes production planning and control.</li> <li>31</li> <li>6. Actuarial consulting (except for employee pensions and</li> </ul>	163					
<ul> <li>combined with implementation - Providing advice, guidance, and implementation concerning projects related to marketing strategy, market development, and sales management and development</li></ul>	164					
<ul> <li>strategy, market development, and sales management and development</li></ul>	164					
<ul> <li>combined with implementation - Providing advice, guidance, and implementation concerning the development or modification of human resources strategies, policies, practices, and procedures. Include consulting on employee pensions and other benefits</li></ul>						
<ul> <li>Include consulting on employee pensions and other benefits <sup>31</sup></li> <li>5. Operations and supply chain management consulting, and consulting combined with implementation - Providing advice, guidance, and implementation concerning integrated supply chain management, operations management, and logistics management. Integrated supply chain management includes inventory management, warehousing, storage, and distribution services; operations management includes systems and procedures improvements; and logistics management includes production planning and control</li></ul>			1			
<ul> <li>consulting combined with implementation - Providing advice, guidance, and implementation concerning integrated supply chain management, operations management, and logistics management. Integrated supply chain management includes inventory management, warehousing, storage, and distribution services; operations management includes systems and procedures improvements; and logistics management includes production planning and control.</li> <li>Actuarial consulting (except for employee pensions and</li> </ul>	165					
6. Actuarial consulting (except for employee pensions and		]				
actuarial matters such as life insurance. <b>Exclude</b> actuarial consulting services related to employee pensions and other	166					
<ul> <li>7. IT technical design, consulting, and development services - Providing advice, expert opinion or testimony on IT-related matters (e.g., hardware and software requirements and procurement, systems integration, systems security), and providing technical expertise to design and/or develop an IT solution (e.g., custom application, networks, computer systems). Exclude advice on issues related to business strategy such as e-</li> </ul>	167		1 1			
8. All other consulting revenue - Revenue from all other services	168	]	 			
Other Operating Revenue						
<ul> <li>9. All other operating revenue - Revenue not reported in lines 1-8. Include revenue from implementation services not combined with consulting services, rental or leasing of equipment, and sale or licensing of merchandise. If this item is greater than 20% of total operating revenue, specify the primary source of the revenue here.</li> </ul>						
1560 17	799	·  +	 + + -		 	

**CONTINUE ON PAGE 4** 

Form SA-54161 (10-22-2010)			Page	4
SOURCE OF MANAGEMENT CONSULTING REVENUE				
<ul> <li>Report the percent of management consulting revenue by type of consulting.</li> <li>Enter "0" where applicable.</li> <li>Estimates are acceptable.</li> <li>Round percentage items to the nearest whole percent.</li> </ul>				
	Ma Co	nage	e of emer Iting nue	nt
		201	10	
1. Pure consulting (without implementation).			9	1 0
2. Consulting and implementation	•		9	1 0
	1	0	0 %	7 0

#### 5 OPERATING EXPENSES Report operating expenses for this firm's locations as defined in **0** for the following categories. • Enter "0" where applicable. Estimates are acceptable. • Do not combine data for two or more detail lines. Exclude: Transfers made within the company Capitalized expenses Interest Bad debt Impairment Income Tax 2010 Operating Expenses Mark "X" Personnel Costs if None \$ Bil. Mil. Thou. Dol. 1. Gross annual payroll - Total annual Medicare salaries and wages for all employees as reported on your firm's IRS Form 941, Employer's Quarterly Federal Tax Return, line 5(c) for the four quarters that correspond to the survey period or IRS Form 944 Employer's Annual Federal Tax Return, line 4(c). 1821 2. Employer's cost for fringe benefits - Employer's cost for legally required programs and programs not required by law. Include insurance premiums for hospital plans, medical plans, and single service plans (e.g., dental, vision, prescription drugs); premium equivalents for self-insured plans and fees paid to third-party administrators (TPAs); defined benefit pension plans; defined contribution plans (e.g., profit sharing, 401K, stock option plans); and other fringe benefits (e.g., Social Security, workers' compensation insurance, unemployment tax, state disability insurance programs, life insurance benefits, Medicare). Exclude 1822 employee contributions. . . . 3. Temporary staff and leased employee expense - Total costs paid to Professional Employer Organizations (PEOs) and staffing agencies for personnel. Include all charges for payroll, benefits, 1823 and services. Expensed Materials, Parts, and Supplies (not for resale) Expensed equipment - Expensed computer hardware and other equipment (e.g., copiers, fax machines, telephones, shop and lab equipment, CPUs, monitors). Report packaged software in line 6. 1824 Report leased and rented equipment in line 8. 5. Expensed purchases of other materials, parts, and supplies -Materials and supplies used in providing services to others, materials and parts used in repairs, office and janitorial supplies, small tools, containers and other packaging materials, and motor 1825 Expensed Purchased Services Expensed purchases of software - Purchases of prepackaged, custom coded, or vendor customized software. Include software developed or customized by others, web-design services and purchases, licensing agreements, upgrades of software, and 1826 maintenance fees related to software upgrades and alterations. . . 7. Purchased electricity and fuels (except motor fuels) - If the cost of electricity and heating fuels (e.g., natural gas, propane, oil, 1827 coal) are included in lease or rental payments, report in line 8. 8. Lease and rental payments - For land, buildings, offices, structures, machinery, equipment, and other tangible items. **Include** lease and rental of transportation equipment without operators and penalties incurred for broken leases. Exclude capital and financing lease agreements and licensing/leasing of 1828

**CONTINUE ON PAGE 6** 

# **5** OPERATING EXPENSES - (Continued)

# Report operating expenses for this firm's locations as defined in **0** for the following categories.

- Enter "0" where applicable.
- Estimates are acceptable.
- Do not combine data for two or more detail lines.

#### Exclude:

- Transfers made within the company
- Capitalized expenses
- Interest
- Bad debt
- Impairment
- Income Tax

		٨	/ark "X"	2	2010 Oper	rating Expe	nses
Exp	ensed Purchased Services - (Continued)		if None	\$ Bil.	Mil.	Thou.	Dol.
9.	<b>Purchased repair and maintenance - Include</b> expensed repair and maintenance to buildings and integral building components (e.g., elevators, heating and cooling systems), structures, offices, machinery, vehicles, equipment, and computer hardware. <b>Exclude</b> materials, parts, and supplies used for repair and maintenance						
	performed by this firm's employees. Report janitorial and grounds maintenance services in line <b>13.</b>	1829					
10.	Purchased advertising and promotional services - Include marketing and public relations services.	1830					
Oth	er Operating Expenses						
11.	<b>Depreciation and amortization charges - Include</b> depreciation charges taken against tangible assets owned and used by your firm, tangible assets and improvements owned by your firm within leaseholds, tangible assets obtained through capital lease						
	agreements, and amortization charges against intangible assets (e.g., patents, copyrights). <b>Exclude</b> impairment.	1831					
12.	<b>Governmental taxes and license fees -</b> Payments to government agencies for taxes and licenses. <b>Include</b> business and						
	property taxes. <b>Exclude</b> income taxes and sales and excise taxes collected from customers.	1832					
13.	All other operating expenses - All other operating expenses not reported above, unless specifically excluded in the general instructions at the top of the page. <b>Include</b> office postage paid			1			
	and package delivery. <b>Exclude</b> purchases of merchandise for resale and non-operating expenses.	1899					
14	TOTAL OPERATING EXPENSES - Sum of lines 1-13.		- 1900				



6 and 7 Not Applicable.



### Form SA-54161 (10-22-2010)

E-COMMERCE REVENUE				
E-commerce includes sales, receipts, and contributions from any transaction completed extranet, EDI network, electronic mail, or other online system. Transactions are agreem sellers to transfer ownership of, or rights to use, goods or services. Payment for these g or may not be made online.	ents be	etween b	uyers and	
Г	20	10 E-Con	nmerce Rev	ANIIA
Did the revenue reported in <b>③</b> include any e-commerce revenue?	\$ Bil.	Mil.	Thou.	Dol.
Yes - What was this firm's e-commerce revenue?				
0011 No - Go to 9.				
EXPORT REVENUE				
An exported service is a service performed for a customer or client (individual, governn	nent h	usiness		
establishment, etc.) located outside the United States (i.e., outside the 50 States, Distric	t of Co	lumbia, l	U.S.	
Commonwealth Territories, or U.S. possessions).				
Include: • Services performed for upoffiliated and affiliated foreign firms (i.e., foreign parent firm	a aut	oidiorias		
<ul> <li>Services performed for unaffiliated and affiliated foreign firms (i.e., foreign parent firm branches, etc.).</li> </ul>	is, sub	siularies,		
Exclude:				
<ul> <li>Services provided to domestic subsidiaries of foreign firms.</li> </ul>				
	<b>• • • •</b>		port Reven	
Did the revenue reported in ③ include any revenue from exports?	\$ Bil.	Mil.	Thou.	Dol.
Yes - What was this firm's revenue from exports?				1 1
0009				
No - <b>Go to ①</b> .				
Not Applicable.				

54161070

orm SA	-34101																				je 8
1 СНА	ANGE IN S	STRUCTUR	Е																		
Did y	ou have	an Emplo	yer lo	denti	ficat	tion N	lumb	er (El	N) char	nge in	n 2010	)?			EIN (S	9 digit	ts)				
	Yes	- Enter th	e nev	v FIN	1								00	15		-					
0013					• •			••••					•								
	No	- Continue	э.																		
Was <sup>-</sup>	there a d	hange in	owne	ership	or	contr	ol?										Μ	lonth		Year	_
		-		_												0018	8	· ·			
	Yes	- <b>Provide</b> (for mult					•										+)				_
0016		_	•	lorgor	· -				y acquir							reper	-,				_
		- Go to 伊	-	00	017	lanto	01 001	npun	y aoqui	ou oi	morge										
					c	Stroot	Addre														_
						JUEEL	Auure	733													
						<b>.</b>							01-1								_
					C	City							Stat	te 4	ZIP Co	ode					_
																		-			
				00	)19	EIN (9	digits	)													
						I	-			1 1											
Spec	ify the n	ature of t	his cl	hange	e he	re. 7															
5																					
REN	IARKS -	Please pro	vide a	an exr	olana	ation f	or any	/ inco	nsistent	or in	comple	ete da	ata th	nat v	would	d aid i	n ur	nderst	tandi	na th	is
	IARKS -	Please pro report. For shown in t	anys	separa	ate c	orresp	ponde	nce p	ertaining	g to th	nis rėp	ete da ort, p	ata th lease	nat v e ind	voulc clude	d aid i the io	n ur dent	nderst ificati	tandi on n	ng th umbe	is er
	IARKS -	report. For	anys	separa	ate c	orresp	ponde	nce p	ertaining	g to th	nis rėp	ete da ort, p	ata th lease	nat v e ind	would	d aid i the io	n ur dent	ndersi ificati	tandi on n	ng th umbe	is er
	IARKS -	report. For	anys	separa	ate c	orresp	ponde	nce p	ertaining	g to th	nis rėp	ete da ort, p	ata th lease	nat v e ind	would	d aid i the io	n ur dent	ndersi ificati	tandi on n	ng th umbe	is er
	IARKS -	report. For	anys	separa	ate c	orresp	ponde	nce p	ertaining	g to th	nis rėp	ete da ort, p	ata th lease	nat v e ind	would	d aid i the io	n ur dent	nderst	tandi on n	ng th umbe	is er
27	IARKS -	report. For	anys	separa	ate c	orresp	ponde	nce p	ertaining	g to th	nis rėp	ete da ort, p	ata th lease	nat v	would	d aid i the io	n ur dent	ndersi	tandi on n	ng th umbe	is er
27 3 CER	TIFICATI	report. For shown in t ON - This r	eport	separa Idress	ostan	orresp el area	a at the	nce p e top	ertaining of the fi	g to th	nis rép age.	ort, p	lease	e ind	clude	the ic	dent	ificati	on n	ng th umbe	is pr
227 3 CER	TIFICATI	report. For shown in t	eport	separa Idress	ostan	orresp el area	a at the	nce p e top	ertaining of the fi	g to th irst pa	nis rép age.	ort, p	lease	e ind	clude	the ic	dent	ificati	on n	ng th umbe	is er
227 3 CER	TIFICATI	report. For shown in t ON - This r	eport	separa Idress	ostan	orresp el area	a at the	nce p e top	ertaining of the fi	g to th irst pa	nis rep age. repare	ort, p	lease	e ind	clude	the ic	dent	ificati	on n	ng th umbe	is er
27 3 CER 20 Nan	TIFICATION THE OF PER	report. For shown in t ON - This r	eport	separa Idress is sub egardi	ostan	orresp el area	a at the	nce p e top	ertaining of the fi d has b print)	g to th irst pa	nis rep age. repare	ort, p d in a	lease	dan	clude	the ic	dent	ificati	on n	ng th umbe	is er
27 3 CER 20 Nan	TIFICATION THE OF PER	report. For shown in t ON - This r son to cont	eport	separa Idress is sub egardi	ostan	orresp el area	a at the	nce p e top ate an Please	ertaining of the fi d has b print)	g to th irst pa	nis rep age. repare	ort, p d in a	lease	dan	ce wi	the ic	dent	ificati	on n	ng th umbe	is pr
27 3 CER 20 Nan	TIFICATION THE OF PER	report. For shown in t ON - This r son to cont	eport tact re	is sub	ostan	orrest al area ntially his rep	a at the	nce p e top ate an <i>Please</i> City	ertaining of the fi d has b print)	g to th irst pa	nis rep age. repare	ort, p d in a	accor	dan	ce wi	the id	dent	structi	on n	ng th umbe	is er
CER CER	TIFICATION THE OF PER	report. For shown in t ON - This re son to cont mber and s	eport tact re	is sub	əte c labe	orrest al area ntially his rep	a at the	nce p e top ate an <i>Please</i> City	ertaining of the fi	g to th irst pa	nis rep age. repare	ort, p d in a	accor	dan	ce wi	the id	dent	structi	on n	ng th umbe	
CER CER Add Add 2 Te	TIFICATIOne of per	report. For shown in t ON - This r son to cont mber and s <u>Area code</u>	eport tact re	is sub	əte c labe	orrest al area ntially his rep	a at the	nce p e top ate an <i>Please</i> City	ertaining of the fi	g to th irst pa	repare Title	d in a	accor	dan	ce wi	the id	e ins	structi	on n ons.	ng th umbe	
227 3 CER 20 Nan 21 Add 22 Te	TIFICATIO ne of per dress (Nu lephone	report. For shown in t ON - This r son to cont mber and s <u>Area code</u>	eport tact re	is sub	əte c labe	orrest al area ntially his rep	a at the	nce p e top ate an <i>Please</i> City	ertaining of the fi	g to th irst pa	repare Title	d in a	accor	odan ce Z	ce wi ZIP Co	the id	e ins	structi	on n ons.		
CER 20 Nan 21 Add 22 Te	TIFICATIO ne of per dress (Nu lephone	report. For shown in t ON - This r son to cont mber and s <u>Area code</u>	eport tact re	is sub	əte c labe	orrest al area ntially his rep	a at the	nce p e top ate an <i>Please</i> City	ertaining of the fi	g to th irst pa	repare Title	d in a	accor	odan ce Z	ce wi ZIP Co	the id	e ins	structi	on n ons.		
<ul> <li>CER</li> <li>CER</li> <li>Nan</li> <li>Add</li> <li>Te</li> <li>E-m</li> <li>E-m</li> <li>U.S.</li> <li>120</li> </ul>	TIFICATIOne of per dress (Nu lephone nail addre CENSUS 1 East 10	report. For shown in t ON - This r son to cont mber and s <u>Area code</u>	eport tact re street)	is sub is sub egardi Public re he time ispect o laperwo	ostan ng th s. Cer rk@ci	htially his rep ber ber ollectionsus Bu	accura accura port (F port (F ginstru-	ate an Please City his coll citions, e colle format 500 Silv "Paper	ection of in searching ctension issearching ction of infinition, includ work Proj	een pl 0024 0024	repare Title 0023 0025 tion is e.g g.data sc g.g.stions SD-3K13 SD-3K13	d in a Fax Date stimate ources, d comm s for re 8, Was as the s	Stat	rdan ree 2 Area Area avera g this on, D	ce wi ZIP Cc code code ge 5.0 and m ding th s burde C 2023 ase in	the ic ith the ode Mont hours p naintain his burc en, to: F 33. You clude fo	e ins	structi structi Day esponse he data stimate work P e-mail name a	on n ber e, incl e or as roject comm	Year Year of othe 0607- nents to mber in	
CER 20 Nan 21 Add 22 Te 26 E-m U.S. 120 Jefferso	TIFICATIO ne of per dress (Nu lephone nail addre CENSUS 1 East 10 pnville, IN	report. For shown in t ON - This re son to cont mber and s Area code ss ted form t BUREAU th Street	eport tact re street)	is sub agardi Public re he time completi spect o 422, U.3 Paperwo II corres	ostan ng th sportir for re ring an S. Cer rrk@cd spond	ntially his rep ber ber ber ber collection nsus Bu lence. Fi	accura port (F port (F port (F ginstru- wing th on of in rreau, 46 poy; use Respond m the O	his collections, e collections, e collections, e rents ar	ertaining of the fi ad has b <i>print)</i> ection of in searching tion of int ion, includ er Hill Ro.	een pi oo24	repare Title 0023 0025 tion is eig g data so on. Senci gestions SD-3K13 7-0422" a respond	d in a Fax Date stimate ources, d comm s for re 8, Was as the s i to any	Stat	rdan rea Area Area g thi on, D tt. Ple rmati	ce wi ZIP Co code code ge 5.0 and m ding th s burde C 2023 ase into on coll	the ic ith the ode Mont hours p aintain his burc en, to: F 33. You clude fo lection	e ins th l ber reting the den e ret aper may porm r unles	structi structi Day Pe-mail name a si ti dis	on n ons. ber e, incl i need e or ai rroject comr nd nu plays	Year Year ed, and y othe 0607- nents to mber in a valid	er i i r o n

To see aggregate industry results of previous Service Annual Surveys, go to the following websit www.census.gov/services/index.html

# **2010 Annual Services Report**

U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU

#### **General Instructions**

- Report data on an accrual basis, except for payroll.
- Dollars should be rounded to the nearest dollar.
- If a figure is \$1,030,280,456 it should be reported as

#### **Item Specific Instructions - All Firms**

#### Item 3 - Revenue

#### Include:

- Report gross billings, except where noted elsewhere on the form.
- Dues and assessments from members and affiliates.

#### Exclude:

• Taxes collected directly from customers or clients and paid directly to a local, state, or federal tax agency.

#### Instructions for Taxable Firms

#### Item 3 - Revenue

#### Include:

- Amounts received for work subcontracted to others.
- For locations that were sold or acquired during a year, only report for the periods that this firm operated the locations.
- Revenue from services performed by domestic locations of foreign parent firms, subsidiaries, branches, etc.

#### **Exclude:**

- Rents from and revenue of separately operated departments, concessions, etc., which are leased to others.
- Commissions from vending machine operators.
- Revenue of foreign subsidiaries (those located outside the U.S., i.e., outside the 50 states, District of Columbia, U.S. Commonwealth Territories, or U.S. Possessions).

#### **Item Specific Instructions - All Firms**

#### Item **5** - Operating Expenses

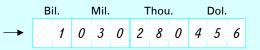
#### Line 1 - Gross annual payroll

# **Include** salaries and wages, commissions, dismissal pay, bonuses, employee contributions to Social Security, income tax withholding, union dues, group insurance premiums, savings bonds, cash equivalent in-kind, allowances, holiday pay, vacation pay, sick leave, stock purchase plans, and employee contributions to pension plans. **Exclude** the cost of leased employees, employer's cost for fringe benefits, and temporary staff obtained from temporary help services. For unincorporated businesses, **exclude** profit or other compensation of proprietors or partners.

#### All other operating expenses

**Include** travel and entertainment; postage, shipping or delivery services; warehousing and storage services; royalties; security services; janitorial and grounds maintenance services; purchased transportation with operators; and other expenses not reported elsewhere.

FORM ASR\_W\_10 (11-29-2010)



# Instructions for Tax-Exempt Firms

#### Item 3 - Revenue

#### Include:

- Program service revenue for services provided in the applicable period, whether or not payment was received in the applicable period.
- Gross sales of merchandise minus returns and allowances.
- Income from interest, dividends, gross rents (including display space rentals and share of receipts from departments operated by other companies), royalties, and other investments.
- Gross contributions, gifts, and grants (whether or not restricted for use in operations).
- Commissions earned from the sale of merchandise owned by others (including commissions from vending machine operators).
- Gross receipts from fundraising activities.

#### Exclude:

- Gross receipts of departments or concessions operated by other companies.
- Amounts transferred to operating funds from capital or reserve funds.