



2007 Survey of Service Industries: Architecture

This document is confidential when completed.

Si vous préférez recevoir ce questionnaire en français, veuillez nous appeler au numéro sans frais suivant :

1-888-881-3666.

If necessary, please make address label corrections in the boxes below.



| | | | | | |
|------|--------------------------|--|------|------------------------------------|---|
| 0001 | Legal name | | 0004 | Address (number and street) | |
| 0002 | Business name | | 0005 | City | |
| 0021 | Title of contact | | 0006 | Province/ territory or state | |
| 0008 | First name of contact | | 0053 | Country | 0007 Postal code/ zip code |
| 0028 | Last name of contact | | 0010 | Language preference | 1 <input type="checkbox"/> English 2 <input type="checkbox"/> French |

This information is collected under the authority of the *Statistics Act*, Revised Statutes of Canada, 1985, Chapter S-19.

COMPLETION OF THIS QUESTIONNAIRE IS A LEGAL REQUIREMENT UNDER THIS ACT.

A - Introduction

Survey purpose

This survey collects the financial and operating data needed to develop national and regional economic policies and programs. For more information on this survey, please access www.statcan.ca/english/survey/index.htm.

Data-sharing agreements

In an effort to reduce reporting burden, Statistics Canada has entered into agreements with provincial and territorial statistical agencies for the sharing of data. The data are kept confidential and used for statistical purposes only.

Please see the enclosed reporting guide for details of these agreements.

Confidentiality

The *Statistics Act* protects the confidentiality of information collected by Statistics Canada. Please see the enclosed reporting guide for more information.

Fax or other electronic transmission disclosure

Statistics Canada advises you that there could be a risk of disclosure during facsimile or other electronic transmission. However, upon receipt, Statistics Canada will provide the guaranteed level of protection afforded all information collected under the authority of the *Statistics Act*.

Please return the questionnaire within 30 days.

Please mail the completed questionnaire in the enclosed envelope or fax it to Statistics Canada at 1-888-883-7999.

Lost the return envelope or need help? Call us at **1-888-881-3666** or mail to:
Statistics Canada, Operations and Integration Division, 150 Tunney's Pasture Driveway, Ottawa, Ontario K1A 0T6

Visit our website at www.statcan.ca



B - Main business activity

1. Please describe the nature of your business.

0055

2. Please check the **one main activity** which most accurately represents your **main** source of revenue.

0503 **Architectural services:** business units primarily engaged in planning and designing the construction of residential, institutional, leisure, commercial and industrial buildings and other structures by applying knowledge of design, construction procedures, zoning regulations, building codes and building materials.

0251 **Landscape architectural services:** business units primarily engaged in planning, designing and administering the development of land areas for projects such as parks and other recreational areas, airports, highways, hospitals, schools, land subdivisions, and commercial, industrial and residential areas by applying knowledge of land characteristics, location of buildings and structures, use of land areas, and design of landscape projects.

0040 None of the above — Please call **1-888-881-3666** for further instructions.

C - Reporting period information

1. Please report information for your **fiscal year** (normal business year) **ending between** April 1, 2007 and March 31, 2008. Please indicate below the period covered by this questionnaire.

| | | | | | | | |
|------|--|---|---|----|--|---|---|
| | yyyy | mm | dd | to | yyyy | mm | dd |
| from | 0011 <input style="width: 60px; height: 20px;" type="text"/> | <input style="width: 60px; height: 20px;" type="text"/> | <input style="width: 60px; height: 20px;" type="text"/> | | 0012 <input style="width: 60px; height: 20px;" type="text"/> | <input style="width: 60px; height: 20px;" type="text"/> | <input style="width: 60px; height: 20px;" type="text"/> |

2. If the reporting period does not cover a **full year**, please check the reason(s) below:

0031 1 seasonal operations 2 new business 3 change of fiscal year 4 change of ownership 5 ceased operations 6 temporarily inactive

Reporting instructions

- Report for business unit(s) specified on the label on the front page.
- Complete only the questions that apply to your business.
- When precise figures are not available, please provide your best estimate.
- Report in Canadian dollars. Dollar amounts and percentages should be rounded to whole numbers.
- Consult the enclosed reporting guide for further information.

D - Revenue

A detailed breakdown may be requested in other sections.

| | | CAN\$ |
|--|------|-------|
| 1. Sales of goods and services (e.g., rental and leasing income, commissions, fees, admissions, services revenue) Report net of returns and allowances (must equal total sales in section F). | 2299 | |
| 2. Grants, subsidies, donations and fundraising | 2068 | |
| 3. Royalties, rights, licensing and franchise fees | 2022 | |
| 4. Investment income (dividends and interest) | 2097 | |
| 5. Other revenue (please specify): 2001 | 2077 | |
| 6. Total revenue (sum of questions 1 to 5) | 2098 | |

E - Expenses

CAN\$

| | | | |
|--|------|------|--|
| 1. Salaries and wages of employees who have been issued a T4 statement | | 3010 | |
| 2. Employer portion of employee benefits (include employer contributions to pension, medical/life insurance plans, employment insurance, etc.) | | 3040 | |
| 3. Commissions paid to non-employees | | 4466 | |
| 4. Professional and business services fees (e.g., legal, accounting) | | 4315 | |
| 5. Subcontract expenses (include contract labour, contract work and custom work) | | 3060 | |
| 6. Charges for services provided by your head office | | 4555 | |
| 7. Cost of goods sold, if applicable (purchases plus opening inventory minus closing inventory) | | 5721 | |
| 8. Office supplies | | 3301 | |
| 9. Rental and leasing (include rental of premises, equipment, motor vehicles, etc.) | | 4115 | |
| 10. Repair and maintenance (e.g., property, equipment, vehicles) | | 4178 | |
| 11. Insurance (include professional liability, motor vehicles, etc.) | | 4350 | |
| 12. Advertising, marketing and promotions (report charitable donations at question 22) | | 4365 | |
| 13. Travel, meals and entertainment | | 4370 | |
| 14. Utilities and telecommunications expenses (include gas, heating, hydro, water, telephone and Internet expenses) | | 4066 | |
| 15. Property and business taxes, licences and permits | | 4410 | |
| 16. Royalties, rights, licensing and franchise fees | | 4440 | |
| 17. Delivery, warehousing, postage and courier | | 4179 | |
| 18. Financial services fees | | 4325 | |
| 19. Interest expenses | | 4630 | |
| 20. Amortization and depreciation of tangible and intangible assets | | 4520 | |
| 21. Bad debts | | 4542 | |
| 22. All other expenses (please specify): | 4531 | 4569 | |
| 23. Total expenses (sum of questions 1 to 22) | | 4699 | |
| 24. Corporate taxes, if applicable | | 4600 | |
| 25. Gains (losses) and other items (see reporting guide) | | 4601 | |
| 26. Net profit/loss after tax and other items (see reporting guide) | | 2304 | |

F - Industry characteristics

Sales by type of service:

Please provide a breakdown of your sales, indicating amounts in Canadian dollars **or** percentages. Definitions are provided in the enclosed reporting guide.

| | 9970 | 1 <input type="checkbox"/> \$ | or | 2 <input type="checkbox"/> % |
|---|------|-------------------------------|----|------------------------------|
| 1. Architectural services | 8131 | | | |
| a) single-family residential projects | 8132 | | | |
| b) multi-family residential projects | 8133 | | | |
| c) office building projects | 8134 | | | |
| d) retail and restaurant projects | 8135 | | | |
| e) hotel and convention centre projects | 8136 | | | |
| f) health care projects (e.g., hospitals, nursing homes and similar projects) | 8137 | | | |
| g) entertainment, recreational and cultural building projects | 8138 | | | |
| h) educational building projects (e.g., schools, colleges, universities) | 8139 | | | |
| i) industrial building projects | 8204 | | | |
| j) transportation and distribution facility projects | 8205 | | | |
| k) other non-residential building projects (e.g., churches, prisons) | 8206 | | | |
| l) historical restoration projects | 8207 | | | |
| m) architectural advisory services | 8208 | | | |
| 2. Landscape architectural services | 8234 | | | |
| 3. Urban planning services | 8235 | | | |
| 4. Project site master planning services | 8209 | | | |
| 5. Interior design services | 8214 | | | |
| 6. Engineering services | 2558 | | | |
| 7. Other | 2305 | | | |
| 8. Total sales (sum of questions 1 to 7) | | | | |

Sales by type of revenue:

Please provide a breakdown of your sales, indicating amounts in Canadian dollars **or** percentages.

| | 9973 | 1 <input type="checkbox"/> \$ | or | 2 <input type="checkbox"/> % |
|---|---------|-------------------------------|----|------------------------------|
| 1. Fee income | 8236 | | | |
| 2. Sub-contracts | | | | |
| a) architectural consulting | 8237 | | | |
| b) other consulting (e.g., engineering) | 8238 | | | |
| 3. Reimbursables | 8239 | | | |
| 4. Other income | 8295 | | | |
| 5. Total sales (sum of questions 1 to 4) | 2305tot | | | |

G - Personnel

| | | number |
|--|------|-----------------|
| 1. Number of partners and proprietors, non-salaried (if salaried, report at question 2 below) | 6321 | |
| 2. Paid employees | | |
| a) average number of paid employees during the reporting period (see reporting guide) | 6339 | |
| b) percentage of paid employees (from question 2a) who worked full time | 6328 | % |
| 3. Number of contract workers for whom you did not issue a T4, such as freelancers and casual workers (estimates are acceptable) | 6320 | number |
| 4. Number of volunteers during the reporting period (estimates are acceptable) | 6014 | |
| 5. Number of hours worked by all volunteers during the reporting period (estimates are acceptable) | 6026 | number of hours |

H - Sales by type of client

Please provide a percentage breakdown of your sales by type of client.

| | | |
|---|------|--------------|
| 1. Clients in Canada | | % |
| a) businesses | 8112 | |
| b) individuals and households | 8100 | |
| c) governments, not-for-profit organizations and public institutions (e.g., hospitals, schools) | 8233 | |
| 2. Clients outside Canada | 8140 | |
| | | 100 % |

I - Sales by client location

Please provide a percentage breakdown of your sales by client location (first point of sale).

| | | |
|--|------|--------------|
| 1. Newfoundland and Labrador | 8400 | % |
| 2. Prince Edward Island | 8415 | |
| 3. Nova Scotia | 8405 | |
| 4. New Brunswick | 8410 | |
| 5. Quebec | 8420 | |
| 6. Ontario | 8425 | |
| 7. Manitoba | 8430 | |
| 8. Saskatchewan | 8435 | |
| 9. Alberta | 8440 | |
| 10. British Columbia | 8445 | |
| 11. Yukon | 8455 | |
| 12. Northwest Territories | 8451 | |
| 13. Nunavut | 8452 | |
| 14. Clients outside Canada (must equal question 2 in section H) | 8401 | |
| | | 100 % |

J - International transactions

Exports

1. Did you receive revenue from clients outside Canada for the **export** of goods, services, royalties, rights, licensing or franchise fees?

0531 1 **yes**, complete **questions 2, 3 and 4**

3 **no**, go to **question 5**

| | | | |
|--|------|------|-------------|
| 2. Please report revenue received from exports . | | 0666 | CAN\$ |
| 3. Please provide a percentage breakdown of exports by: | | | % |
| a) goods | | 0667 | |
| b) services | | 0668 | |
| c) royalties, rights, licensing and franchise fees | | 0669 | |
| | | | 100% |
| 4. Please provide a percentage breakdown of exports by country. | | | % |
| a) United States | | 0748 | |
| b) Mexico | | 0749 | |
| c) other countries (please specify): | 0724 | 0750 | |
| | 0676 | 0672 | |
| | 0677 | 0673 | |
| | 0678 | 0674 | |
| | 0679 | 0675 | |
| | | | 100% |

Imports

5. Did you make payments to suppliers outside Canada for the **import** of goods, services, royalties, rights, licensing or franchise fees?

0715 1 **yes**, complete **questions 6, 7 and 8**

3 **no**, go to **next section**

| | | | |
|--|------|------|-------------|
| 6. Please report payments made for imports . | | 0717 | CAN\$ |
| 7. Please provide a percentage breakdown of imports by: | | | % |
| a) goods | | 0736 | |
| b) services | | 0737 | |
| c) royalties, rights, licensing and franchise fees | | 0738 | |
| | | | 100% |
| 8. Please provide a percentage breakdown of imports by country. | | | % |
| a) United States | | 0751 | |
| b) Mexico | | 0752 | |
| c) other countries (please specify): | 0743 | 0753 | |
| | 0744 | 0739 | |
| | 0745 | 0740 | |
| | 0746 | 0741 | |
| | 0747 | 0742 | |
| | | | 100% |

K - Not applicable

L - Contact information

Name of person to contact about this questionnaire:

0026 1 Mr. 2 Mrs. 3 Miss 4 Ms

| | | | | | |
|------|----------------|--|------|------------------|--|
| 0054 | Last name | | 0017 | Telephone number | |
| 0013 | First name | | 0027 | Extension number | |
| 0014 | Title | | 0016 | Fax number | |
| 0018 | E-mail address | | 0020 | Website address | |

Date completed: yyyy mm dd
0015

How long did you spend collecting the data and completing the questionnaire? hour(s) minutes
9910 9909

M - Comments

We invite your comments below. Please be assured that we review all comments with the intent to improve the survey.

FOR
INFORMATION
ONLY

9920 _____

9913 _____

9914 _____

9915 _____

9916 _____

Thank you for completing this questionnaire. Please retain a copy for your records.

Visit our website at www.statcan.ca