



# 1997 ECONOMIC CENSUS

## MANAGEMENT AND CONSULTING SERVICES

**DUE DATE** ▶ **FEBRUARY 12, 1998**

If you have questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right. Please return your completed report to:

BUREAU OF THE CENSUS  
1201 East 10th Street  
Jeffersonville, IN 47134-0001

Toll-free assistance, 8:00 a.m. to 8:00 p.m., eastern time, Monday through Friday:

1-800-233-6136

**SV-8704**

*Please read the accompanying instructions before answering the questions.*

**Census use**

*(Please correct any errors in name, address, and ZIP Code.)*

**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 Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by Census Bureau employees and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

**Item 1. EMPLOYER IDENTIFICATION NUMBER**  
**Is the Employer Identification Number (EIN) shown in the label the same as the one used for this establishment on its latest 1997 Employer's Quarterly Federal Tax Return, Treasury Form 941?**

094 1  Yes 2  No - Report current EIN below

(9 digits)

**Item 4. LEGAL FORM OF ORGANIZATION**  
**Which of the following best describes this establishment's legal form of organization during 1997?**

Mark (X) only ONE box.

- 003 1  Individual owner (sole proprietorship)
- 2  Partnership - Mark (X) this box if you file a partnership Federal income tax form.
- 5  Government - Specify
- 0  Corporation - Mark (X) this box if you file a corporate Federal income tax form, including Subchapter S corporations.
- 9  Other - Specify

**Item 2. PHYSICAL LOCATION**  
**a. Is this establishment's physical location the same as the address shown in the label? (P.O. box and rural route addresses are not physical locations)**

093 1  Yes 2  No - Report physical location below

Number and street

City, town, village, etc.

State

ZIP Code

**b. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?**

095 1  Yes 3  No legal boundaries  
2  No 4  Do not know

**c. In what type of municipality is this establishment physically located?**

096 1  City, village, or borough  
2  Town or township  
3  Other - Specify   
4  Do not know

**d. In what county (e.g., Dade County) is this establishment physically located?**

**HOW TO REPORT DOLLAR FIGURES**

Dollar figures should be rounded to thousands of dollars.

**Example:** If a figure is \$1,125,628.79 report

• Preferred  
Acceptable

Mil- lions (000)	Thou- sands (000)	Dol- lars (000)
1	126	
1	125	629

**Item 5. DOLLAR VOLUME**  
**OPERATING RECEIPTS** of this establishment in 1997

Mil.	Thou.	Dol.
010		

**Item 6. PAYROLL**  
**Payroll in 1997, BEFORE DEDUCTIONS**

Mil.	Thou.	Dol.
030		

**a. Annual**

031		
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**b. First quarter (January-March)**

**Item 7. EMPLOYMENT**  
**Number of paid employees for pay period including March 12, 1997**  
(Include both full- and part-time employees)

Number
032

**Item 3. OPERATIONAL STATUS** Number of months  
**a. How many months during 1997 was this establishment actively operated?** 002

**b. Which of the following best describes this establishment's status at the end of 1997? Mark (X) only ONE box.**

- 001 1  In operation
- 2  Temporarily or seasonally inactive
- 3  Ceased operation - Give date at right
- 4  Sold or leased to another operator - Give date at right AND enter name, etc., below

Figures only

Month Year

Name of new owner or operator

Number and street

City

State

ZIP Code

CONTINUE WITH ITEM 8 ON PAGE 2

**Item 8. KIND OF BUSINESS OR ACTIVITY**

a. Mark (X) the ONE box which best describes this establishment in 1997.

**Management services providing management staff to direct or coordinate clients' business operation, but not providing operating staff for complete operation of clients' business** 070

- Administrative, office or project management (except construction management) . . . . .  8741101
- Construction management for buildings (acting as an "agent" for owners of construction projects) . . . . .  8741201
- Construction management for heavy construction (acting as an "agent" for owners of construction projects) . . . . .  8741301
- Construction general contractor (assuming financial liability for construction projects) – Describe type of construction work . . . . .  1700001
- [Blank]
- Other management services – Describe . . . . .  7777776
- [Blank]

**Facilities support services providing operating staff to perform a range of services to support operations within clients' facilities, but not involved with or responsible for the core activities of clients' business operations**

- Facilities support management, except computer – Describe . . . . .  8744001
- [Blank]
- Computer facilities management . . . . .  7376001

**Management consulting providing advice and counsel to clients on various aspects of operating a business or other type of organization, but not providing management services for day to day operation**

- Administrative and general management consulting . . . . .  8742101
- Human resources and personnel management consulting . . . . .  8742201
- Executive search consulting and placement service . . . . .  7361201
- Actuarial consulting . . . . .  8999121
- Marketing consulting . . . . .  8742301
- Manufacturing management consulting (e.g., manufacturing operations or productivity improvement) . . . . .  8742401
- Physical distribution or logistics consulting . . . . .  8742402
- Site location consulting . . . . .  8742403
- Urban/city planning services . . . . .  8748202
- Safety or security consulting . . . . .  8748401
- Tariff consulting . . . . .  4731221
- Freight rate auditors . . . . .  4731222

**Other scientific and technical consulting services**

- Economic consulting . . . . .  8748301
- Meteorological consulting or weather forecasting services . . . . .  8999111
- Scientific consulting (e.g., geological, chemical), except environmental and actuarial . . . . .  8999112
- Environmental consulting, except engineering . . . . .  8999201
- Consulting engineering services, including environmental engineering . . . . .  8711001
- Computer systems design services . . . . .  7379111
- Industrial design consulting . . . . .  7389161
- Interior design consulting . . . . .  7389201
- Educational consulting (except management consulting) . . . . .  8748101
- Financial/investment consulting (advising on securities and commodities) . . . . .  6282021
- All other consulting – Describe consulting work . . . . .  7777775
- [Blank]

**Item 8. KIND OF BUSINESS OR ACTIVITY – Continued**

**Other services** 070

- Market research and opinion research services . . . . .  8732201
- Public relations services . . . . .  8743001
- Certified public accountant (CPA) . . . . .  8721101
- Accountant, except CPA . . . . .  8721201
- Bookkeeping and billing services . . . . .  8721202
- Payroll services . . . . .  8721401
- Employee leasing services . . . . .  7363301
- Income tax return preparation services . . . . .  7291001
- Economic/industrial development organization . . . . .  8748501
- Educational testing services . . . . .  8748102
- Other business or activity – Describe . . . . .  7777777
- [Blank]

b. Was this establishment primarily engaged in providing management, administrative, or support services to other establishments of the same company (rather than for the general public or other business firms) in 1997? 415

1  Yes

2  No

**Item 9. SOURCES OF RECEIPTS**

Report receipts by source either in dollar figures (see example for item 5) or as percentages (in whole percents) of the total – see example below.

Please do **not** combine data for two or more receipts lines.

**Line a(1)** – Include fees received to plan, control, and coordinate construction projects for the owner of the construction contract. General contractors should report receipts on line m.

**Line a(2)** – Include receipts from providing management and oversight of day to day operations to other businesses and organizations (providing only management personnel). Receipts from consulting (Advise and counsel clients on business operation) should be reported on lines d(1)–d(5).

**Line b** – Include receipts from providing a range of services, including operating staff, to support operations within clients' facility. Receipts from providing one service should be reported under the provided service.

**Line d(1)–d(5)** – Include consulting fees received for counseling and advising clients on aspects of operating business (not providing management services for day to day operation).

HOW TO REPORT PERCENTS	If figure is 38.76% of total sales:	Mil.	Thou.	Dol.	Per-cent
		• Report whole percents			
	Not acceptable				38.76

Sources of receipts	Census use	ESTIMATES are acceptable. Report dollars OR percents.			
		Mil.	Thou.	Dol.	Per-cent
<b>a. Management services</b>	400	401			402
<b>1. Construction management</b>	<b>2050</b>				
<b>2. Other management services – Describe</b>					
076	<b>2300</b>				
<b>b. Facilities management services, except computer – Describe</b>					
077	<b>2400</b>				
<b>c. Computer facilities management</b>	<b>1050</b>				
<b>d. Management consulting services</b>					
<b>1. Administrative and general management consulting</b>	<b>2251</b>				
<b>2. Human resources consulting</b>	<b>2252</b>				
<b>3. Marketing consulting</b>	<b>2253</b>				
<b>4. Process, physical distribution, and logistics consulting</b>	<b>2254</b>				
<b>5. Other management consulting – Describe</b>					
078	<b>2255</b>				

ITEM 9 CONTINUED ON PAGE 3

If not shown, please enter your 11-digit Census File Number from the address label on page 1

Census File Number

**Item 9. SOURCES OF RECEIPTS – Continued**

Sources of receipts	Census use	ESTIMATES are acceptable. Report dollars OR percents.			
		Mil.	Thou.	Dol.	Per cent
	400	401			402
e. Environmental consulting	4650				
f. Scientific/technical consulting	2500				
g. Custom computer programming	0950				
h. Computer consulting, except programming, systems design, and computer facilities management – Describe					
	1100				
i. Public relations services	0100				
j. Accounting and auditing services	2100				
k. Tax preparation, bookkeeping, billing, and payroll services	2150				
l. Sales of merchandise – Describe if this is the largest source of receipts					
	8611				
m. All other receipts from customers – Describe if more than 10 percent of total receipts.					
	8959				
n. TOTAL (Should equal item 5a if reporting in dollars)	8990				100%

**Item 10. RECEIPTS, BY CLASS OF CLIENT** Report in whole percents of receipts

Estimate the percentage of receipts (reported in item 5) by class of client.

a. Individuals	450
b. Trade, farming, industrial, transportation, financial, and other business firms	451
c. Federal Government	452
d. State and local governments	453
e. All other	454
f. TOTAL	100%

**Item 11. EXPORTED SERVICES**

**NOTE** – An exported service is a service 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). Services performed for unaffiliated and affiliated foreign firms (i.e., foreign parent firms, subsidiaries, branches, etc.) are included. Services provided to domestic subsidiaries of foreign firms are excluded.

**Did the receipts reported in item 5 include any amounts received for exported services?**

	Mil.	Thou.	Dol.
405 1 <input type="checkbox"/> Yes – Amount →	406		
2 <input type="checkbox"/> No			

**Item 12. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION**

**a. Is the FIRST DIGIT of your Census File Number (shown in the address label immediately after "CFN") a zero?**

1  Yes – Complete this item  
2  No – Skip to item 13

**b. Is this company owned or controlled by another company?**

097 1  Yes →  
2  No

Enter name, address, and EIN of the owning or controlling company

EIN (9 digits)

**c. Does this company own or control any other company or companies?**

098 1  Yes →  
2  No

Enter name, address, and EIN of the owned or controlled company

EIN (9 digits)

**d. How many establishments operated under the Employer Identification Number shown in the label (or as corrected in item 1) AT THE END of 1997?**

Number 079

If more than one, provide the physical location address and other information indicated below for each establishment. The headquarters location should be first, followed by all other locations. If more room is needed, continue in the same format in REMARKS or on a separate sheet of paper.

**Estimates are acceptable** if book figures are not available.

1	Name	1997	Mil.	Thou.	Dol.
		Number and street	Receipts	081	
	City State ZIP Code	Annual payroll	082		
	Kind-of-business description	Paid employees for pay period including March 12			
		083			
		<b>Census use</b> 088			

  

2	Name	1997	Mil.	Thou.	Dol.
		Number and street	Receipts	081	
	City State ZIP Code	Annual payroll	082		
	Kind-of-business description	Paid employees for pay period including March 12			
		083			
		<b>Census use</b> 088			

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

**Item 13. CERTIFICATION** – This report is substantially accurate and has been prepared in accordance with instructions.

**Period covered by this report** FROM: Mo. Year TO: Mo. Year

Name of person to contact regarding this report – Print or type

Title

Telephone Area code Number Extension

Signature of authorized person Date

SV