

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



FORM
SA-51113A

2003 SERVICE ANNUAL SURVEY

BOOK PUBLISHERS

DUE DATE ▾

NOTICE — Your report to the Census Bureau is **confidential** by law (Title 13, U.S. Code). It 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**.

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RETURN COMPLETED FORM TO
↓
U.S. CENSUS BUREAU
1201 East 10th Street
Jeffersonville, IN 47132-0001

Any questions call
1-800-772-7851 weekdays,
8:30 a.m. to 5:00 p.m. EST

(Please correct any error in name, address, or ZIP Code)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, U.S. Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau.

Item 1 SURVEY COVERAGE

This report covers all domestic locations operated by your company and its subsidiaries primarily engaged in carrying out design, editing, and marketing activities necessary for producing and distributing books. These locations may publish books in print, electronic, or audio form.

Does this firm have domestic locations providing one of the business activities described in the survey coverage above?

- 0001 1 Yes — Continue with Item 3
 0002 2 No — Specify your business activity and continue with Item 3, and complete as much of the survey form as possible. ▾

0002

Item 2 NOT APPLICABLE TO THIS FORM

Item 3 REPORT PERIOD

Mark (X) the one box which best describes the period covered by your report.

- 0006 1 Calendar year — Go to Item 4A

If the data reported are for a period other than the "calendar year," please enter the beginning and ending dates.

- 2 Fiscal year
 3 Less than 12 months } →

2003		
Month	Day	Year
0007		
0008		

From

To

Item 4A SOURCES OF REVENUE – Report net selling value after discounts and allowances. **Exclude** freight charges and excise taxes.

An estimate is acceptable if a book figure is not available.

Do not combine data for two or more detail lines.

Enter "0" in items where applicable.

Exclude intracompany transfers.

Line 1 – Print books – Report revenue from the sale of publications produced on paper (i.e., books published in print form).

Line 2 – Internet books – Report revenue from the sale of publications which are not produced as defined in Line 1 or Line 3, but are downloaded from an online source such as the Internet. **Exclude** revenue from the sale of audio books and CD-ROM books.

Line 3 – Other media books – Report revenue from the sale of publications which are not defined in Line 1 or Line 2, but are books produced and sold on solid media, including but not limited to CD-ROMs, audio cassettes, microfilms, and diskettes.

Line 4 – Sale or licensing of rights to content – Report revenue from selling or licensing the right to reproduce all or part of a work of intellectual property for an agreed period of time. This includes the right to reproduce or adapt to another format, medium, language or territory. **Exclude** outright sale of rights in perpetuity.

Line 5 – Contract printing services – Report revenue from printing publications of any type for others. Examples include books, magazines, pamphlets, posters, and calendars.

Line 6 – Fulfillment services (third party distributors of merchandise on a contract basis) – Report revenue from third party distribution services done under contract which normally includes warehousing, shipping, billing and collection of money. Here the party does no marketing.

Line 8 – Publishing services for others – Report revenue from publishing of books, journals, etc., for others (including self-publishing authors) who maintain copyright and editorial control. Vanity book publishing is included as well as technical services related to publishing such as editing, proofreading, content development, research and writing, and word processing. The services may be bundled or separate. **Include** printing and distribution services provided in combination with activities listed above. **Exclude** graphic design services.

	2003			
	Bil.	Mil.	Thou.	Dol.
1. Books – Print	636			
2. Books – Internet	640			
3. Books – Other media (exclude print and Internet)	1134			
4. Sale or licensing of rights to content	639			
5. Contract printing services	604			
6. Fulfillment services (third party distributors of merchandise on a contract basis)	1160			
7. Rental or sale of mailing lists	1231			
8. Publishing services for others	1224			
9. Other services revenue – Specify ↘	749			
10. TOTAL REVENUE	1163			
	002			

Item 4B E-COMMERCE RECEIPTS/REVENUE

Report sales and receipts from any transaction completed over an Internet, extranet, EDI network, electronic mail or other online system. Transactions are agreements between buyers and sellers to transfer ownership of, or rights to use, goods or services. Payment for these goods and services may or may not be made online. Please see the General Instructions sheet for further clarification before completing this item.

An estimate is acceptable if a book figure is not available.

1. Did your firm have e-commerce receipts/revenue during 2003?

0011 1 Yes — Enter the date your firm began e-commerce sales. —————→

Month (i.e., June=06)	Year (i.e., 2003=03)

2 No — Continue to Item 4C.

2. What were your firm's e-commerce receipts/revenue for 2003? (Include e-commerce receipts/revenue in Item 4A. Exclude sales taxes.) —————→

Key code	2003			
	Bil.	Mil.	Thou.	Dol.
005				

Item 4C

PERCENTAGE BREAKDOWN OF PRINT, INTERNET AND OTHER MEDIA BOOK REVENUE BY TYPE OF BOOK

Line 1a – Textbooks – Report revenue from books primarily used as educational material for students and teachers in formal study programs: at the elementary (including pre-school) and high school levels; and at the post-secondary level, i.e., colleges and universities. These books generally contain knowledge summaries and/or practice questions with the text. **Include** workbooks, teachers’ manuals and resource materials, reference books done specifically for the educational system, as well as interactive materials. **Exclude** standardized tests.

Line 1b – Children’s books – Report revenue from books published for children and young adults (up to age 15) including picture books, children’s reference books, and educational books not intended for use in the classroom. Examples are fiction and non-fiction books, bundled book-and-toy kits, and talking books. **Exclude** coloring books and activity books.

Line 1c – General reference books – Report revenue from books published primarily for general reference purposes and aimed at the public at large, e.g. dictionaries, encyclopedias, thesauruses, and atlases. **Exclude** reference books for the educational system and specialized reference books.

Line 1d – Professional, technical, and scholarly books – Report revenue from specialized books containing research, advanced knowledge, and/or information aimed at the academic and research community, or used by individuals in the practice of specific occupations or professions, e.g. lawyers, doctors, electricians, accountants, business, or computer professionals. Include specialized reference books.

Line 1e – Adult trade books – Report revenue from books of general interest published for consumption by the adult public at large. **Include** literary fiction and non-fiction; poetry and drama; religious books, bibles and hymnals; non-fiction such as history, political, biographies, home and garden, how-to books, cook books, travel guides; etc.

An estimate is acceptable if a book figure is not available.

1. What was the percentage of print, internet, and other media book revenue by type of book for 2003?

	Percent revenue from sale of printed books	Percent revenue from sale of Internet books	Percent revenue from sale of other media books, including CD-Rom, audio cassette, etc.
	1198	1204	1210
a. Textbooks	%	%	%
	1199	1205	1211
b. Children’s books	%	%	%
	1200	1206	1212
c. General reference books	%	%	%
	1201	1207	1213
d. Professional, technical and scholarly books	%	%	%
	1202	1208	1214
e. Adult trade books	%	%	%
	1203	1209	1215
f. Other books	%	%	%
TOTAL	100%	100%	100%

Item 4D

EXPORTS

An estimate is acceptable if a book figure is not available.

Note – An export is a tangible or intangible product (e.g., good, license agreement, reproduction right service) that is sold or transferred to 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** revenue from sales of printed materials, electronic or non-printed materials, publication rights and audio books to foreign customers. Products transferred to, sold to, or services performed for unaffiliated and affiliated foreign firms (i.e., foreign parent firms, subsidiaries, branches, etc.) are included. **Exclude** products provided to domestic subsidiaries of foreign firms.

Did the total revenue reported in Item 4A include any amounts received for exported services or products?

0009 1 Yes
2 No

Key code	2003			
	Bil.	Mil.	Thou.	Dol.
004				

Item 4E

INVENTORIES AT END OF YEAR (DECEMBER 31, 2003)

An estimate is acceptable if a book figure is not available.

Report inventories at cost or market value using generally accepted accounting methods.

	Key code	2003			
		Bil.	Mil.	Thou.	Dol.
a. Finished goods and work-in-process	621				
b. Materials, supplies, fuel, etc.	622				
c. TOTAL inventories	623				

Item 4F TOTAL OPERATING EXPENSES						
<p>Include annual payroll on a cash basis, employer's contributions to employee benefits plans on a cash basis, cost of contract labor, materials and supplies, fuels for motor vehicles, purchased services, insurance, depreciation, taxes and licenses, bank charges associated with maintaining accounts, investment and brokerage fees, credit card transaction fees, royalties, and all other operating expenses.</p>	<p>An estimate is acceptable if a book figure is not available.</p>	Key code	2003			
			Bil.	Mil.	Thou.	Dol.
	TOTAL OPERATING EXPENSES	003				
Item 4G SELECTED EXPENSES						
<p>1. Cost of Contract Labor</p> <p>Line 1 – Report payments made to suppliers for leased employees and temporary help such as office workers, provided they are not on your payroll, but are supervised by your firm. Exclude payments for services of persons supervised by the supplying firm, such as legal, accounting, janitorial, security, and building maintenance services.</p> <p>2. Expensed Materials and Supplies (not for resale)</p> <p>Line 2a – Report the cost of expensed computer hardware and packaged software. Include hardware such as servers, CPUs, monitors, and network devices; computer software purchased under licensing agreements, and computer software license fees; and other expensed business equipment, such as copiers, fax machines, and telephones. Exclude leased and/or rented equipment.</p> <p>Line 2b – Report the cost of expensed materials, parts, and supplies, which are used as part of the services you provide. Include office and janitorial supplies, small tools, computer-related supplies (such as cartridges and computer paper), packaging and containers, and medical supplies. Exclude fuels for motor vehicles, and leased and/or rented materials, parts, and supplies.</p> <p>3. Expensed Purchased Services</p> <p>Line 3a – Report the cost of expensed custom coded software. Include computer-related services such as adaptation of off-the-shelf software, system design and support services, web design, and web hosting. Exclude computer-related communications costs.</p> <p>Line 3b – Report the cost of data processing, computer consulting, and other purchased computer services. Include computer input preparation, data storage, computer time rental, microfilm imaging, and optical scanning services. Exclude payroll processing, credit card transaction fees, and fees for the management and operation of your data processing facilities.</p> <p>Line 3c – Report the cost of telephone, cellular, pagers, and fax services; and computer-related communications such as Internet, connectivity, on-line, and other communication services.</p> <p>Line 3d – Report the cost of purchased electricity. If electricity is included in a lease or rental payment, report these costs below.</p> <p>Line 3e – Report the cost of purchased fuels for heating, power, and generating electricity. Include the cost of natural gas. If the cost of fuels are included in a lease or rental payment, report these costs below.</p> <p>Line 3f – Report the cost of administrative and professional services such as management consulting, legal, accounting, auditing, bookkeeping, actuarial, payroll processing, marketing, advertising, architectural, engineering, and fees for the management and operation of your data processing facilities.</p> <p>Line 3g – Report lease and rental costs for land, buildings, offices, structures, machinery, and equipment. Include lease and rental of transportation equipment without operators; and penalties incurred for broken leases. Exclude payments by your firm to your parent company or organization (or any of its subsidiaries) for use of assets owned by them and installment payments for assets obtained through capital lease agreements.</p> <p>Line 3h – Report the cost of purchased or contracted printing services.</p> <p>Line 3i – Include purchased transportation (with operators); travel and lodging; shipping and warehousing; postage and package delivery; water, sewer, and refuse removal; janitorial, security, parking, and grounds maintenance; purchased repair and maintenance; and all other purchased services. Exclude payroll, employer's contributions to employee benefits plans, fuels for motor vehicles, insurance, depreciation, taxes and licenses, bank charges associated with maintaining accounts, investment and brokerage fees, and credit card transaction fees.</p>	<p>An estimate is acceptable if a book figure is not available.</p> <p>Include only purchases from external vendors.</p> <p>Exclude capitalized costs.</p>	Key code	2003			
			Bil.	Mil.	Thou.	Dol.
	1. Cost of Contract Labor	1287				
	2. Expensed Materials and Supplies (not for resale)					
	a. Computer and other business equipment and supplies (including packaged software)	1299				
	b. Other materials, parts, and supplies	1300				
	3. Expensed Purchased Services					
	a. Custom coded software (including adaptation of off-the-shelf software) and system design and support services	1302				
	b. Data processing and other purchased computer services	1303				
	c. Purchased communication services	1282				
	d. Purchased electricity	1283				
	e. Purchased fuels (except motor fuels)	1304				
	f. Purchased management consulting, administrative services, other professional services	1305				
	g. Lease and rental payments	807				
	h. Purchased printing services	620				
	i. All other purchased services – Specify <input type="checkbox"/> 1310	1307				

Item 5		NUMBER OF LOCATIONS		2003 Number	
Enter the total number of service locations covered by this report as of December 31, 2003. _____				0012	
Item 6		OWNERSHIP OR CONTROL		0014	
a. Does another firm own more than 50 percent of the voting stock or have the power to control the management and policies of this company? 0013 1 <input type="checkbox"/> Yes _____ 2 <input type="checkbox"/> No _____		Name of owning or controlling company		0015	
		Number and street		-	
		City, State, and ZIP Code		EIN _____	
b. Did this firm acquire or merge with another company during 2003? 0016 1 <input type="checkbox"/> Yes _____ 2 <input type="checkbox"/> No _____		0017 Name of company acquired or merged with		0019	
		Number and street		-	
		City, State, and ZIP Code		EIN _____	
Date of merger or acquisition		0018	Month	Year	EIN
Item 7		REMARKS – Please use this space for any explanations that may be helpful in understanding your reported data. For any separate correspondence pertaining to this report, please include the IDENTIFICATION number shown in the address label area or at the top of the page.			
0027					
<p>Public reporting burden for this collection of information is estimated to average 3.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0422, U.S. Census Bureau, 4700 Silver Hill Road, Stop 1500, Washington, DC 20233-1500. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0422" as the subject. PLEASE INCLUDE FORM NAME AND NUMBER IN ALL CORRESPONDENCE. Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget. This 8-digit number appears in the top right corner on the front of this form.</p>					
Item 8		CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.			
0020 Name of person completing this report – <i>Please print</i>		0024 Title		0025 Date	
0021 Address (Number and street, city, State, ZIP Code)					
0022 Telephone		0023 Fax		0026 E-mail address	
Area code	Number	Extension	Area code	Number	Extension
<p>Please return the completed form in the enclosed envelope. If you prefer, you may fax the completed form to 1-800-447-4613.</p> <p>To see the results of the 2002 Service Annual Survey, go to the following website: www.census.gov/econ/www/servmenu.html</p>					

SERVICE ANNUAL SURVEY

INFORMATION SECTOR

GENERAL INSTRUCTIONS

Your report should be completed and returned in the preaddressed envelope provided on or before the due date. **If the report does not appear to apply to your kind of business or activity, describe your business or activity in Item 1 and complete the remainder of the form as accurately as possible.**

If filing within the required time frame will cause an undue burden and you would like an extension, or if you have any questions, please write to the

**U.S. Census Bureau
1201 East 10th Street
Jeffersonville, IN 47132-0001**

or call our Census Bureau representative in Jeffersonville, Indiana at 1-800-772-7851, weekdays from 8:30 a.m. to 5:00 p.m., eastern time.

Always include your identification number, located in the address label, in any correspondence.

IF BOOK FIGURES ARE NOT AVAILABLE, ESTIMATES ARE ACCEPTABLE.

Please read all instructions before making your entries.

Report data for the calendar year specified. If calendar year records are not available, we will accept fiscal year data. Please note, however, that we prefer estimates for the calendar year to book figures covering a different time period. Report all values in dollars (omit cents). Enter "0" in items where appropriate. Please do not combine data for two or more items.

For location(s) sold or acquired during the year specified, report only for the period that the location(s) were operated by this firm.

SPECIFIC INSTRUCTIONS

Revenue

Report revenue for all services rendered and any sales of merchandise for the calendar year specified, even though payment may have been received at a later date. **Firms operating on a commission basis should report commissions, fees, and other operating income, not gross billings or sales.**

Include –

- Total value of service contracts.
- Amounts received for work subcontracted to others.
- Market value of compensation in lieu of cash.
- Revenue from services performed by domestic locations for FOREIGN parent firms, subsidiaries, branches, etc.
- Dues and assessments from members and affiliates.
- Royalties, license fees, and other payments from the marketing of intangible products (e.g., licensing the use of or granting reproduction rights for software, musical compositions, and other intellectual property).

Exclude –

- Taxes (sales, amusement, occupancy, use, or other) collected directly from customers or clients and paid directly to a local, State, or Federal tax agency.
- Revenue from a domestic parent organization, or from franchise locations owned by others and any franchise or license fees.
- Rents from and revenue of separately operated departments, concessions, etc., which are leased to others.
- Revenue from customers for carrying or other credit charges.
- 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).
- Revenue from the sale of used equipment.
- Installment payments from leasing under capital, finance, or full-payout leases.
- Proceeds from the sale of real estate (land and buildings), investments, or other assets (except inventory held for resale).
- Intracompany transfers.
- Contributions, gift, grants, income from interest, rental of real estate, and dividends.

SERVICE ANNUAL SURVEY
INFORMATION SECTOR
SPECIFIC INSTRUCTIONS – Continued

E-commerce Receipts/Revenue

(In the following instructions, online refers to any transaction completed over an Internet, extranet, EDI network, electronic mail or other online system.)

Include –

- Revenue from online orders for goods or services placed by a buyer.
- Revenue from online services provided where charges are based on the usage of those services (e.g., commissions or fees from use of computerized reservation systems, financial transaction processing systems, etc.)
- Commissions or fees from the trading of securities or the sale of other financial products online (e.g., insurance, loans, etc.).
- Commissions or fees from selling or from facilitating the sale of third party products (e.g., click-through including referral fees) through your company's Web site.
- Revenue from orders or contracts negotiated online with a buyer and seller on the price and terms for transferring ownership or the rights to use goods or services.
- Revenue from telephone transactions using interactive voice response systems.

Exclude – revenue from:

- Online billings where the order or contract was not negotiated online.
- Delivery of services online where the order or contract was not negotiated online.
- Provision of telecommunications and related infrastructure systems (e.g., data transfer, Web hosting, Internet access) where the order or contract for such services was not negotiated online.
- Orders for goods or services placed by facsimile machine or over switched telephone network.