

2004 SERVICE ANNUAL SURVEY

DATA PROCESSING SERVICES

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



FORM
SA-51421A

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**.

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

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514210 T

(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 providing electronic data processing services, web and application hosting. These locations may provide complete processing and preparation of reports from data supplied by customers, and/or specialized services such as automated data entry, optical scanning, or hosting services.

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.

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

- 0006 1 Calendar year – Go to Item 4A
 2 Fiscal year
 3 Less than 12 months

			2004		
			Month	Day	Year
From	<input type="text"/> 0007				
	<input type="text"/> 0008				
To					

Item 4A REVENUE																																																																																									
<p>Exclude intracompany transfers.</p> <p>Do Not combine data for two or more detail lines.</p> <p>Enter "0" in items where applicable.</p> <p>Line 1 – Report revenue from information technology-intensive services with labor (manual or professional depending on the solution), machinery, and facilities to support, host and manage a business process for a client.</p> <p>Line 2 – Report revenue from imaging and other data capture services, data conversion, and data migration services.</p> <p>Line 3 – Report revenue from custom application design and development, computer systems design, development and integration services, and network design and development services.</p> <p>Line 4 – Report revenue from storage and back-up management of data such as remote back-up services, storage, or hierarchical storage management.</p> <p>Line 5 – Report revenue from ongoing management and administration of data as an organizational resource. Services may include performing data modeling, data mobilization, data mapping/rationalization, data mining and system architecture.</p> <p>Line 6 – Report revenue from providing rack space within a secured facility for the placement of servers and enterprise platforms. The service includes space for the clients hardware and software, connection to the Internet or other communication networks, and routine monitoring of servers.</p> <p>Line 7 – Report revenue from providing advice or expert opinion on technical matters related to the use of information technology. This includes advice on such matters as hardware and software requirements and procurement, systems integration, and systems security. Exclude revenue from non-IT related consulting.</p> <p>Line 8 – Report revenue from providing the infrastructure to host a customer's web site and related files.</p> <p>Line 9 – Report revenue from providing software that is developed for wide distribution and is produced for multiple sale or licensing.</p> <p>Line 11 – Report revenue from providing leased software applications from a centralized, hosted, and managed computing environment.</p> <p>Line 12 – Report revenue from sending audio and video data over the Internet or providing services associated with the storage, production (including encoding), and support of video and audio streaming over the Internet.</p>		<p>An estimate is acceptable if a book figure is not available.</p>		<table border="1"> <thead> <tr> <th rowspan="2">Key code</th> <th colspan="4">2004</th> </tr> <tr> <th>Bil.</th> <th>Mil.</th> <th>Thou.</th> <th>Dol.</th> </tr> </thead> <tbody> <tr> <td>1. Business process management (i.e. financial and non-financial)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2. Information and document transformation</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3. Information technology design and development</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4. Data storage services</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5. Data management services</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>6. Collocation services</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>7. Information technology (IT) technical consulting services</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>8. Web site hosting</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>9. Software publishing</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10. Rental and leasing of computer hardware</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>11. Application service provisioning</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>12. Video and audio streaming services</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>13. Other services revenue – <i>Specify</i> ↗</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1163</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>14. TOTAL OPERATING REVENUE</td> <td>002</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Key code	2004				Bil.	Mil.	Thou.	Dol.	1. Business process management (i.e. financial and non-financial)					2. Information and document transformation					3. Information technology design and development					4. Data storage services					5. Data management services					6. Collocation services					7. Information technology (IT) technical consulting services					8. Web site hosting					9. Software publishing					10. Rental and leasing of computer hardware					11. Application service provisioning					12. Video and audio streaming services					13. Other services revenue – <i>Specify</i> ↗					1163					14. TOTAL OPERATING REVENUE	002			
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Item 4B EXPORTED SERVICES																								
<p>An estimate is acceptable if a book figure is not available.</p> <p>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). Include services performed for unaffiliated and affiliated foreign firms (i.e., foreign parent firms, subsidiaries, branches, etc.). Exclude services provided to domestic subsidiaries of foreign firms.</p>		<p>Did the total revenue reported in Item 4A include any amounts received for exported services?</p>		<table border="1"> <thead> <tr> <th rowspan="2">Key code</th> <th colspan="4">2004</th> </tr> <tr> <th>Bil.</th> <th>Mil.</th> <th>Thou.</th> <th>Dol.</th> </tr> </thead> <tbody> <tr> <td>0009</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>004</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Key code	2004				Bil.	Mil.	Thou.	Dol.	0009					004				
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Item 4C E-COMMERCE RECEIPTS/REVENUE																			
<p>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 Instruction sheet for further clarification before completing this item.</p> <p>An estimate is acceptable if a book figure is not available.</p>		<p>1. Did your firm have e-commerce receipts/revenue during 2004?</p>		<table border="1"> <thead> <tr> <th>Month (i.e., June=06)</th> <th>Year (i.e., 2004=04)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>		Month (i.e., June=06)	Year (i.e., 2004=04)												
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<p>0011 1 <input type="checkbox"/> Yes — <i>Enter the date your firm began e-commerce sales.</i></p> <p>2 <input type="checkbox"/> No — <i>Continue to Item 4D.</i></p>		<p>0010</p>		<table border="1"> <thead> <tr> <th rowspan="2">Key code</th> <th colspan="4">2004</th> </tr> <tr> <th>Bil.</th> <th>Mil.</th> <th>Thou.</th> <th>Dol.</th> </tr> </thead> <tbody> <tr> <td>005</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Key code	2004				Bil.	Mil.	Thou.	Dol.	005				
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<p>2. What was your firm's e-commerce receipts/revenue for 2004? (Include e-commerce receipts/revenue in Item 4A. Exclude sales taxes.)</p>																			

Item 4D OPERATING EXPENSES**1. Cost of Contract Labor**

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.

2. Expensed Materials and Supplies (not for resale)

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.

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.

3. Expensed Purchased Services

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.

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.

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.

Line 3d – Report the cost of purchased electricity. If electricity is included in a lease or rental payment, report these costs below.

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.

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.

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.

Line 3h – **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** annual 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.

Line 4 – **Include** annual payroll on a **cash** basis, employer's contributions to employee benefits plans on a **cash** basis, fuels for motor vehicles, 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. **Exclude** interest expense.

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

Include only purchases from external vendors.

Exclude capitalized costs.

	Key code	2004			
		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, and other professional services	1305				
g. Lease and rental payments	807				
h. All other purchased services	1307				
4. Other Operating Expenses	1385				
5. TOTAL OPERATING EXPENSES (Sum of lines 1-4)	003				

Item 5		NUMBER OF LOCATIONS			2004 Number	
					0012	
Enter the total number of service locations covered by this report as of December 31, 2004. _____ →						
Item 6		OWNERSHIP OR CONTROL				
		0014 Name of owning or controlling company				
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?		Number and street				
		City, State, and ZIP Code				
0013 1 <input type="checkbox"/> Yes _____ → 2 <input type="checkbox"/> No		EIN _____ →			0015	
					-	
b. Did this firm acquire or merge with another company during 2004?		0017 Name of company acquired or merged with				
		Number and street				
		City, State, and ZIP Code				
0016 1 <input type="checkbox"/> Yes _____ → 2 <input type="checkbox"/> No		Date of merger or acquisition _____ →			0018	
		Month			Year	
		EIN _____ →			0019	
					-	
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						
Public reporting burden for this collection of information is estimated to average 4.5 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.						
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.</p> <p>If you prefer, you may fax the completed form to 1-800-447-4613.</p> <hr/> <p>To see the results of previous Service Annual Surveys, go to the following website:</p> <p>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.