



<p><b>Item 7. OPERATING EXPENSES</b> <span style="float:right">Mil.   Thou.   Dol.</span></p> <p><b>Operating expenses for 1992</b> (Include payroll, but exclude cost of goods sold and interest expense) <span style="float:right">040</span></p> <hr/> <p><b>Item 8. INVENTORIES</b></p> <p><b>a. Did you have inventories at the end of 1991 or 1992?</b></p> <p>105 1 <input type="checkbox"/> Yes - Complete the remainder of the item          2 <input type="checkbox"/> No - Skip to item 9</p> <hr/> <p><b>b. Were inventories of this establishment subject to the last-in, first-out (LIFO) method of valuation?</b></p> <p>111 1 <input type="checkbox"/> Yes - Use the sum of the LIFO amount plus the LIFO reserve for lines c and c(2)          2 <input type="checkbox"/> No - Complete only line c</p> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2"></th> <th colspan="3">End of 1992</th> <th colspan="3">End of 1991</th> </tr> <tr> <th>Mil.</th> <th>Thou.</th> <th>Dol.</th> <th>Mil.</th> <th>Thou.</th> <th>Dol.</th> </tr> </thead> <tbody> <tr> <td><b>c. Total inventories</b></td> <td>046</td> <td></td> <td></td> <td>047</td> <td></td> <td></td> </tr> <tr> <td>(1) Amount not subject to LIFO costing</td> <td>106</td> <td></td> <td></td> <td>112</td> <td></td> <td></td> </tr> <tr> <td>(2) Amount subject to LIFO costing (gross)</td> <td>107</td> <td></td> <td></td> <td>113</td> <td></td> <td></td> </tr> <tr> <td>(a) Amount of the LIFO reserve</td> <td>108</td> <td></td> <td></td> <td>114</td> <td></td> <td></td> </tr> <tr> <td>(b) LIFO value of the line c(2) (net)</td> <td>109</td> <td></td> <td></td> <td>115</td> <td></td> <td></td> </tr> </tbody> </table> <p style="font-size: small; margin-top: 5px;"><i>NOTE - The sum of lines c(1) and c(2) should equal line c          The sum of lines c(2a) and c(2b) should equal line c(2)</i></p> <hr/> <p><b>Item 9. TOTAL PURCHASES OF MERCHANDISE IN 1992</b> <span style="float:right">PURCHASES AT COST VALUE</span></p> <table border="1" style="width:100%; border-collapse: collapse; margin-left: 20px;"> <thead> <tr> <th></th> <th>Bil.</th> <th>Mil.</th> <th>Thou.</th> <th>Dol.</th> </tr> </thead> <tbody> <tr> <td><b>Purchases of merchandise for resale</b> (Net of returns, allowances, and trade and cash discounts; but including amounts allowed for trade-ins)</td> <td>160</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><i>NOTE - If purchases are greater than sales, please provide an explanation in the REMARKS section</i></p> <hr/> <p><b>Item 10. SALES BY CLASS OF CUSTOMER</b> <span style="float:right">Whole percent of sales</span></p> <p><b>Report the percentage of this establishment's total sales in 1992 (item 4a) to each class of customer.</b> <span style="float:right">141</span></p> <table border="1" style="width:100%; border-collapse: collapse; margin-left: 20px;"> <tbody> <tr><td>a. Export sales</td><td></td></tr> <tr><td>b. Restaurants, food services, and contract feeding</td><td>142</td></tr> <tr><td>c. Retailers and repair shops</td><td>143</td></tr> <tr><td>d. Other wholesale establishments</td><td>144</td></tr> <tr><td>e. Industrial users (manufacturing and mining)</td><td>145</td></tr> <tr><td>f. Institutional, commercial, and professional users</td><td>146</td></tr> <tr><td>g. Farmers (for farm use)</td><td>147</td></tr> <tr><td>h. Household consumers and individual users</td><td>148</td></tr> <tr><td>i. Builders and contractors</td><td>149</td></tr> <tr><td>j. Governmental bodies (Federal, State, and local)</td><td>150</td></tr> <tr><td><b>k. TOTAL</b> (Sum of lines a through j should total 100%)</td><td><b>100%</b></td></tr> </tbody> </table> <hr/> <p><b>Item 11. KIND OF BUSINESS</b></p> <p><b>What was this establishment's PRINCIPAL kind of business in 1992? Mark (X) only ONE box.</b> <span style="float:right">070</span></p> <p>a. Coal and other minerals and ores</p> <p>(1) Coal (with or without coal yard) <input type="checkbox"/> 505210</p> <p>(2) Minerals and ores <input type="checkbox"/> 505220</p> <p>b. Other kind of business - Specify <input type="checkbox"/> 777777</p>		End of 1992			End of 1991			Mil.	Thou.	Dol.	Mil.	Thou.	Dol.	<b>c. Total inventories</b>	046			047			(1) Amount not subject to LIFO costing	106			112			(2) Amount subject to LIFO costing (gross)	107			113			(a) Amount of the LIFO reserve	108			114			(b) LIFO value of the line c(2) (net)	109			115				Bil.	Mil.	Thou.	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Merchant (buying and selling on own account)</p> <p>(1) Importer <input type="checkbox"/> 12</p> <p>(2) Exporter <input type="checkbox"/> 13</p> <p>(3) Merchant <input type="checkbox"/> 11</p> <p>b. Manufacturers' sales branches and offices. <input type="checkbox"/> 20</p> <p>c. Agent, broker, and commission merchant</p> <p>(1) Auction company <input type="checkbox"/> 41</p> <p>(2) Broker (representing buyers and sellers). <input type="checkbox"/> 42</p> <p>(3) Commission merchant <input type="checkbox"/> 43</p> <p>(4) Import agent <input type="checkbox"/> 44</p> <p>(5) Export agent <input type="checkbox"/> 45</p> <p>(6) Manufacturers' agent <input type="checkbox"/> 46</p> <p>d. Other broker or agent - Specify type <input type="checkbox"/> 77</p> <hr/> <p><b>Item 13. COMMODITY LINES</b></p> <p><b>Report sales by commodity group either as a dollar figure or as a whole percent of total sales</b> (Include the value of merchandise marketed under capital, finance, or full payout leases and rental receipts derived from merchandise under operating leases)</p> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2">HOW TO REPORT PERCENTS</th> <th rowspan="2">If figure is 38.76% of total sales</th> <th>Bil.</th> <th>Mil.</th> <th>Thou.</th> <th>Dol.</th> <th>Per-cent</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Report whole percents</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>39</td> </tr> <tr> <td><input type="checkbox"/> Not acceptable</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>38.76</td> </tr> </tbody> </table> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2">Commodity lines</th> <th rowspan="2">Cen-sus use</th> <th colspan="5">ESTIMATES are acceptable. 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FORM <b>CB-5052</b>		U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS		Enter the 11-digit <b>CENSUS FILE NUMBER</b> as shown on this report (See label on page 1)		
<b>1992 CENSUS OF DISTRIBUTIVE TRADES COAL, COKE, AND OTHER MINERALS AND ORES</b>						
<b>Item 13. COMMODITY LINES - Continued</b>						
Commodity lines	Cen- sus use	ESTIMATES are acceptable. Report dollars OR percents.				Per- cent
		Bil.	Mil.	Thou.	Dol.	
11. Refined sugar, flour, pickles, preserves, sauces, cooking oils, cereals, pet foods, and other grocery specialties	4860					
12. Chemicals and allied products (excluding agricultural, plastics, gases, and petroleum)	5330					
13. Petroleum products - (exclude liquefied petroleum)	5400					
14. Crude oil	5500					
15. Miscellaneous commodities - Specify						
a. _____	9811					
b. _____	9812					
c. _____	9813					
16. Rental and operating lease receipts	9940					
17. Service receipts and labor charges (including installed parts)	9700					
18. <b>TOTAL</b> (Should equal item 4a if reporting in dollars)	9990					100%
<b>Item 14. LEGAL FORM OF ORGANIZATION</b>						
Which of the following best describes this establishment's legal form of organization during 1992? Mark (X) only ONE box.						
003 1 <input type="checkbox"/> Individual owner (sole proprietorship) 2 <input type="checkbox"/> Partnership 3 <input type="checkbox"/> Cooperative association (taxable) 4 <input type="checkbox"/> Cooperative association (tax-exempt) 5 <input type="checkbox"/> Government - Specify _____ 0 <input type="checkbox"/> Corporation (Do not mark if any form of cooperative association) 9 <input type="checkbox"/> Other - Specify _____						
<b>Item 15. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION</b>						
a. Is the <b>FIRST DIGIT</b> of your Census File Number (shown in the address label immediately after "CFN") a zero?						
1 <input type="checkbox"/> Yes - Complete this item						
2 <input type="checkbox"/> No - Skip to item 16						
b. Is this company owned or controlled by another company?						
Enter name, address, and EI Number of the owning or controlling company						
097 1 <input type="checkbox"/> Yes →						
2 <input type="checkbox"/> No						
EI No. (9 digits) _____						
c. Does this company own or control any other company or companies?						
Enter name, address, and EI Number of the owned or controlled company						
098 1 <input type="checkbox"/> Yes →						
2 <input type="checkbox"/> No						
EI No. (9 digits) _____						
<b>Item 15. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION - Continued</b>						
d. How many establishments operated under the Employer Identification Number shown in the label (or as corrected in item 1) AT THE END of 1992? _____ Number 079						
If more than one, provide the <b>physical location</b> 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.						
Name		1992	Mil.	Thou.	Dol.	
Number and street		Sales	081			
City		Annual payroll	082			
State		Paid employees for pay period including March 12				
ZIP Code		083				
1 Kind-of-business description		Cen- sus use				
Type of operation (choose from item 12)		088				
		089				
Name		1992	Mil.	Thou.	Dol.	
Number and street		Sales	081			
City		Annual payroll	082			
State		Paid employees for pay period including March 12				
ZIP Code		083				
2 Kind-of-business description		Cen- sus use				
Type of operation (choose from item 12)		088				
		089				
Name		1992	Mil.	Thou.	Dol.	
Number and street		Sales	081			
City		Annual payroll	082			
State		Paid employees for pay period including March 12				
ZIP Code		083				
3 Kind-of-business description		Cen- sus use				
Type of operation (choose from item 12)		088				
		089				
<b>REMARKS - Please use this space for any explanations that may be essential in understanding your reported data.</b>						
<b>Item 16. CERTIFICATION - This report is substantially accurate and has been prepared in accordance with instructions.</b>						
<b>Period covered by this report</b>		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	

FORM CB-5052

PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS

CB-1 (W-S)

U.S. DEPARTMENT OF COMMERCE  
BUREAU OF THE CENSUS

## 1992 CENSUS OF DISTRIBUTIVE TRADES INSTRUCTIONS

### CENSUS OF DISTRIBUTIVE TRADES

The Census of Distributive Trades includes establishments engaged in the following:

- selling merchandise for business or professional use.
- selling to farmers, to builders and contractors, to industrial users, to governmental bodies, and for export.
- rendering services incidental to the sale of these goods.

If you are **NOT** engaged in this kind of business, **DESCRIBE** your business or activity **IN ITEM 11**, **AND COMPLETE** the report as accurately as possible.

### CONFIDENTIALITY

Your response to items on this form are **STRICTLY CONFIDENTIAL**. Your firm's report will be used solely for developing summary statistics. **IT CANNOT BE USED FOR PURPOSES OF TAXATION, INVESTIGATION OR REGULATION.**

### DEFINITION OF ESTABLISHMENT

An establishment is a single physical location at which business is conducted. This includes all selling and service locations and any other facilities such as warehouses, administrative offices, etc., in operation at any time during 1992. Locations with no paid employees (such as unmanned warehouses) are not considered separate establishments. You should report separate data for each establishment you own or operate.

### DEFINITION OF COMPANY OR FIRM

A company or firm is a business organization or entity consisting of one domestic establishment (location) or more under common ownership or control. All establishments of subsidiary firms are included as part of the owning or controlling firm. For the economic censuses, the terms "firm" and "company" are synonymous.

### FIRMS WITH MORE THAN ONE ESTABLISHMENT

If this firm operated more than one establishment (location) under the same employer identification (EI) number at the end of 1992:

- Item 2 — Enter the location of your headquarters.
- Items 3 through 13 — Report the combined data for the entire firm.
- Item 15c — Provide information separately for each establishment, including headquarters. List the location of your headquarters first.

### GENERAL INSTRUCTIONS

- This report should cover calendar year 1992. If book figures are not available, **estimates** are acceptable.
- If the establishment stopped operation before January 1, 1992, indicate action and date in item 3b. and return the form.
- If the establishment stopped operating during 1992, i.e. it was closed, sold, or leased to another firm, complete the report for the portion of 1992 that the establishment was operating.
- Sales and payroll data should be rounded to the nearest thousand dollars as illustrated on the form.
- If any communication regarding this report is necessary, be sure it references the 11-digit Census File Number (CFN) printed in the address label.
- If additional space is necessary to complete any item, use the remarks section at the end of the form (if applicable) or attach a separate sheet. If extra sheets are added, make certain to write your CFN and the item number at the top of each additional page.
- Please make a photocopy of your completed form and retain that copy in your files.

- We estimate that it will take from 30 minutes to 2 hours and 45 minutes to complete this questionnaire, with 1 hour and 20 minutes being the average time. This includes time to read instructions, assemble and review information, and record answers on the questionnaire. If you have any comments regarding these estimates, send them to the Associate Director for Management Services, Paperwork Reduction Project (0607-0726), Room 2027, FB-3, Bureau of the Census, Washington, DC 20233; or to the Office of Management and Budget, Paperwork Reduction Project (0607-0726), Washington, DC 20503.

### INSTRUCTIONS BY ITEM

#### Item 2. PHYSICAL LOCATION

- Answer all sections (a through d) of item 2, including name of county, even if the address on the label is correct.
- Report the location of your headquarters if this firm operated more than one establishment. List the physical location of all other establishments in item 15c.

#### Item 3. OPERATIONAL STATUS

- b.** Mark the one box that best describes the operational status of this establishment at the **end of 1992**.
1. In operation — The establishment was open and actively conducting business on December 31, 1992.
  2. Temporarily or seasonally inactive — Although not conducting business at the end of 1992, the establishment will eventually be reopened and conduct business under the same employee identification (EI) number. (Examples: Businesses selling seasonal merchandise that close during the "off-season" when business is slow; establishments that temporarily close for remodeling.)
  3. Ceased Operation — The establishment has gone out of business, is closed, and does not plan to reopen. Provide the **Month, Day, and Year** that the establishment ceased operation. Complete items 4 through 13 for the portion of 1992 for which the establishment was in operation.
  4. Sold or leased to another operation — Your firm sold or leased this establishment to another firm. Provide the **Month, Day, and Year** that the change occurred and indicate the name and address of the new owner or operator. Complete items 4 through 13 for the portion of 1992 for which your firm operated the establishment.

#### Item 4. DOLLAR VOLUME OF BUSINESS

- a.** Report total sales of merchandise and other operating receipts in thousands of dollars for the calendar year 1992.

#### *Include:*

- Cash and credit sales of merchandise, whether or not payment was received in 1992.
- Receipts for delivery, installation, maintenance, repair, construction, storage, and other services.
- The gross selling value of goods that this establishment sold or purchased on a commission, brokerage, consignment, or agency basis for others.
- Fair sales value of merchandise in 1992 under capital, finance, or full payout leases.
- The actual value of trade-ins taken as partial payment for other merchandise.
- Sales to foreign subsidiaries and affiliates and to your Foreign Sales Corporations (FSC's).
- Rental receipts derived during 1992 from leasing merchandise under operating leases.
- Excise taxes (such as those on gasoline, liquor, and tobacco) which are paid by the manufacturer and included in the cost of goods purchases.
- Liquor and tobacco tax stamps and licenses sold.
- Fees received for the arrangement of the foreign sale of goods which never entered the United States or Foreign Trade Zones.

PLEASE CONTINUE ON REVERSE

*Exclude:*

- Sales and excise taxes collected directly from customers and paid directly to a local, State, or Federal tax agency.
- Receipts from carrying and other credit charges.
- Nonoperating income from sources such as investments, rental or sale of real estate, and interest.
- Commissions received for selling and buying goods (unless the goods never entered the United States).
- Foreign sale of goods which never entered the United States or Foreign Trade Zones in the United States.
- Rental receipts derived during 1992 from any capital, finance, or full payout leases.
- Refunds or allowances for returned merchandise.

**b.** Answer "Yes" if this establishment earned a commission or brokerage fee for transactions negotiated for others.

**c.** Report the market value of products bought or sold by others on which you earned a commission, brokerage, or agency fee.

- If actual sales are unavailable from company records, estimate the value by dividing actual commissions received by the average percentage charged for sales activity.

For example, if commissions received totaled \$200,000 and you estimate your average commission is 5 percent, then the gross selling value is \$4,000,000 (\$200,000/.05).

**d.** Report the amount of commissions, brokerage, or agency fees received for transactions reported in Item 4c.

**Note:** Items e and f only apply to multiestablishment firms.

**e.** Products produced inquiry — All forms except CB-5170.

Report the percentage of total sales (as reported in item 4a) accounted for by products which were mined or manufactured in the United States, its possessions, Puerto Rico, or Foreign Trade Zones located in the United States by your firm (including parent, subsidiaries, corporate affiliates, etc.).

**f.** Report the fair sales value of goods transferred to establishments owned by this firm.

**FOR PETROLEUM BULK STATIONS AND TERMINALS**

In addition to all previous inclusions:

- The value of transfers (to your own retail service stations).

In addition to all previous exclusions:

- Sales of petroleum products by a bulk station or bulk terminal to another bulk facility.

**Item 5. PAYROLL**

Definitions are the same as those used on the Employer's Quarterly Federal Tax Return, Form 941, and as described in Circular E, Employer's Tax Guide.

**a.** Payroll, before deductions

*Include:*

- Wages, salaries, tips, paid absences (including sick days, vacations, and holidays), bonuses, commissions, and other compensation paid to employees during 1992, whether or not subject to income or Federal Insurance Contributions Act (FICA) tax.
- Salaries, bonuses, commissions, and other compensation paid to officers and executives of a corporation.

*Exclude:*

- Payments to or withdrawals by proprietors or partners of an unincorporated firm.
- Annuities or supplemental unemployment compensation benefits, even if income tax was withheld.

**Item 6. EMPLOYMENT**

**a.** Number of paid employees

*Include:*

- All full-time and part-time employees on the payroll during the pay period including March 12, 1992.
- Salaried officers and executives of a corporation.
- Employees on paid sick leave, vacations, and paid holidays.

*Exclude:*

- Proprietors and partners of an unincorporated firm.

**b.** Paid employees by principal activity — How many of the employees of this establishment were engaged in each of the following activities?

(1) Selling — Include employees engaged in sales activities, traveling salespeople, truck salespeople, and selling employees working out of their own homes.

(2) Sales support — Include employees:

- Engaged in sales support activities (such as office and clerical, warehouse, customer service, maintenance employees, and delivery).
- Engaged in sorting, grading, or packaging activities in conjunction with sales operations.
- Who provide services to this establishment (such as janitorial or repair).

(3) Supporting functions of other establishments in your company (i.e. headquarters employees, regional or district managers who control more than just this establishment, corporate accountants, researchers, and central warehouse employees)

(4) Manufacturing — Report the number of employees engaged in manufacturing activities. Report employees engaged in sorting, packaging, and grading on line b(2).

(5) Other - specify — Report the number of employees not elsewhere classified (including employees engaged in mining, agricultural, construction, etc., activities).

**Item 7. OPERATING EXPENSES [AND LEASED EQUIPMENT (CB-5045) ONLY]**

Report total operating expenses for 1992.

*Include:*

- Total Annual Payroll reported in item 5a.
- Supplements to wages and salaries.
- Liquor and tobacco tax stamps and license fees.
- Depreciation charges in 1992 including depreciation charges on equipment obtained through a capital or full payout lease or on equipment rented to others through an operating lease.
- Lease and rental payments made in 1992 for equipment leased under an operating lease.
- Advertising expenses.
- Commissions paid to others.
- Office supplies, postage, and shipping and packaging materials and expenses.
- Cost of contract work performed by others.
- Insurance.
- Other expenses (i.e., storage, repairs, bad debt, theft, and damage losses).

*Exclude:*

- Cost of goods sold.
- Income taxes.
- Sales and other taxes collected directly from customers and paid directly to a local, State, or Federal tax agency.
- Interest expenses.
- Payments to or withdrawals by proprietors and partners of an unincorporated firm.
- Lease payments for merchandise obtained through capital, finance, or full payout leases.

Leased Equipment - Form CB-5045 only - Only applicable to sales branches and offices of computer manufacturers.

1. Include computer products manufactured by subsidiaries and affiliates.
2. Include the value of new computer equipment acquired that was manufactured by your firm.
3. Exclude the value of equipment leased out in 1992 under a capital, finance, or full payout lease.

#### Item 8. INVENTORIES

Report the total value of merchandise inventories this establishment owned on December 31, 1992 and on December 31, 1991. Inventories must be located in the United States and its possessions, including Foreign Trade Zones in the United States, even if portions of these inventories were held at other locations. Exclude the value of inventories held by this establishment but owned by others.

- a. If you had inventories on the last day of either 1991 or 1992, then answer "Yes" to this question. If you do not have inventories or had inventories during 1992 but not on the above days, answer "No."
- b. If you had inventories at the end of either 1991 or 1992 and any portion of those inventories is valued using the last in, first-out (LIFO) method, answer "Yes."
- c. Report the market value of inventories using generally accepted accounting principles. If any inventories are subject to the LIFO valuation method also include the LIFO reserve on this line.
  - (1) Report the amount of inventories not subject to LIFO costing.
  - (2) Report the amount of inventories subject to LIFO costing (gross).
    - (a) Report the LIFO reserve or allowance applicable to the amount on line c(2).
    - (b) Report the LIFO cost of inventories reported on line c(2) (net).

#### Item 9. TOTAL PURCHASES OF MERCHANDISE

Report purchases of all merchandise for resale whether purchased for inventory or delivered directly to your customer.

*Include:*

- Merchandise for which you took title in 1992, whether or not payment was made in 1992.
- Raw and finished goods.
- Cash and credit purchases.
- Merchandise in transit to you for which you have taken title.
- Amounts allowed for trade-ins.
- Freight, delivery, and other transportation costs.
- Import duties (if paid separately).
- The cost of purchased services that were resold.
- Merchandise sold by this establishment from the inventory of other establishments of your firm.
- Merchandise transferred from your own firms' manufacturing establishments.

*Exclude:*

- Expenditures for supplies, equipment, and parts purchased for your use or used in repair work and other service type activities.
- Purchases of licenses and liquor and tobacco tax stamps.
- Merchandise in your inventory sold by other establishments of your company.
- Merchandise sold for the account of others.

#### Item 10. SALES BY CLASS OF CUSTOMER

Report the percentage of this establishment's total sales and receipts in 1992 (item 4a) to each customer class.

#### a. Export Sales

Include sales to buyers in foreign countries or to Foreign Sales Corporations (FSC's).

Exclude sales to establishments in United States possessions that are not FSC's.

#### b. Restaurants, food services, and contract feeding

Include sales to caterers, contract feeders, and ALL eating and drinking establishments.

#### c. Retailers and repair shops

Include sales to all types of retailers (i.e., retail chain organizations, independent stores, or department stores that normally buy for resale to household consumers and all types of repair facilities.

#### d. Other wholesale establishments

In addition to sales to merchant wholesalers, be sure to include sales:

- Made through agents, brokers, and commission merchants.
- To suppliers of plumbing, electrical, and painting contractors.
- To suppliers of farmers and offices.

#### e. To industrial users

Include sales to mines and manufacturers located in the United States or Puerto Rico.

#### f. To institutional, commercial, and professional users

Include sales to laboratories, institutions, public utilities, service businesses, and other such users that normally buy for business use rather than for resale.

#### g. To farmers (for farm use)

Include only sales of products for use in agricultural production.

#### h. To household consumers and individual users

Include sales to:

- Those who buy for personal consumption.
- Employees.

#### i. Builders and contractors

Include only sales for construction purposes.

#### j. Government bodies (Federal, State, and local)

Include sales to the Federal Government (including military, post exchanges, GSA, TVA, and other agencies), State and local governments.

#### Item 11. KIND OF BUSINESS

Mark (X) only one principal activity for this establishment. If none apply then mark "other kind-of-business" and describe your business in the space provided.

Purchases from farmers — Forms CB-5141, 5143, 5144, 5148, 5150, 5191 only.

Include purchases directly from farmers, but do not include purchases from farmer cooperatives.

Construction receipts — Forms CB-5030, 5060, 5070 only.

Include revenues from construction activities such as contracting, plumbing, painting, carpentry, and electrical work.

Exclude revenues from installation of appliances, preassembled machinery, and partitions.

Scrap processing — Form CB-5093 only.

Exclude hand processing or sorting.

PLEASE CONTINUE ON REVERSE

## Item 12. TYPE OF OPERATION

Mark (X) only one principal type of operation for this establishment.

- a. Merchant wholesaler — A firm or establishment engaged in buying and selling merchandise produced by other firms on its own account.
- Importer — Source of purchases is more than 50 percent foreign.
  - Exporter — Primarily purchasing goods in the United States for delivery to customers outside the United States.
  - Wholesale merchant, jobber, distributor - Buying and selling merchandise in the United States for delivery in the United States.
  - Farm-products assemblers - Forms CB-5143, 5144, 5148, and 5150, and 5191 only — A firm or establishment, except a grain elevator, purchasing farm products directly from farmers.
  - Country grain elevator — Form CB-5150 and 5191 only - Grain elevator receiving grain directly from farmers.
  - Terminal grain elevator — Form 5150 and 5191 only — Grain elevator receiving grain from sources other than directly from farmers.
- b. Manufacturers' sales branches and offices — Establishments owned by firms or corporately affiliated with a manufacturer primarily engaged in selling goods mined or manufactured by the parent in the United States, Foreign Trade Zones located in the United States, its possessions, or Puerto Rico.
- c. Agent, broker, and commission merchant — A firm or establishment primarily engaged in buying and selling merchandise on a commission, brokerage, or agency basis for others, rather than dealing primarily on its own account.
- Auction firm — Selling merchandise for the account of others at wholesale from a permanent location by the auction method.
  - Broker — Buying and selling merchandise on a brokerage basis for others in the United States market, but not receiving goods on consignment.
  - Commission merchant — Receiving goods on consignment and selling them on a commission basis in the United States market.
  - Import agent — Representing, on an agency basis, domestic firms selling merchandise for delivery outside the United States or its possessions and collecting a commission for the sale of goods.
  - Export agent — Representing, on an agency basis, domestic firms selling merchandise for delivery outside the United States or its possessions and collecting a commission for the sale of goods.
  - Manufacturers' agent — Selling merchandise on a commission basis for a limited number of manufacturers on a continuing agency basis.
- d. Other broker or agent (i.e., real estate, mortgage, or loan) Please specify type in space provided.

## Item 13. COMMODITY LINES

- Report the volume of sales or value of receipts for each line of commodities sold or services performed which account for at least 1 percent of this establishment's total receipts.
- If any commodities sold or services performed are not listed but account for 1 percent or more of total receipts, write in the description and value or percent of total receipts in the space provided.
- Report either in dollar figures (see "HOW TO REPORT DOLLAR FIGURES" on the front of the form) or as a whole percent of the total (see "HOW TO REPORT PERCENTS" preceding this item).
- Receipts for construction, delivery, installation, and service contracts should be reported on the appropriate nonmerchandise line at the end of the listing. DO NOT INCLUDE such receipts with the commodity sales.
- Parts installed in repair work should be reported on the line: "Service receipts and labor charges." If detail lines: "parts installed in repair work" and "labor charges for repair work" are provided report them separately. If your books do not provide this detail, please estimate.

## Form CB-5170 Only

Gallon sales — Report the gallon sales of each petroleum line that corresponds to the dollar sales.

Storage capacity — Report the total shell or water capacity of your operable storage facilities.

### Include:

- Relay or lock-up points with bulk plants of which they are part.
- Tanks operated by this firm, but located elsewhere unless they are reported on another establishments report.
- Tanks leased and operated by this establishment.
- Caves or mines used to store petroleum products.
- Tanks or capacity located at this facility that you rent or lease.

### Exclude:

- Tanks located at your gasoline service station and home heating oil dealers.
- Capacity of pipelines, tank trucks, tankers, barges, and railroad cars.
- Capacity of tanks that are no longer usable.
- Capacity at establishments not operated by you that you are renting or leasing to store your products.

## Item 15. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION

- b. **MARK "YES"** if — **ANOTHER** firm **OWNS** more than 50 percent of the voting stock or has the power to **CONTROL** the management and policies of your firm. Report the owning or controlling company in the space provided.

### MARK "NO" if —

- Your firm has a franchise entitling it to use a trade name, but is not owned or operated by the franchisor.
  - Your firm has one or more leased departments in an establishment owned by another firm .
- c. Indicate whether your firm owns more than 50 percent of the voting stock or has the authority to direct or cause the direction of management and policies of any subsidiaries and/or affiliates. If yes, report the requested information for the owned or controlled firm in the space provided.
- d. Report the number of establishments operating under the EI number shown in the address label (or as corrected in item 1) at the end of 1992. Include all selling and service locations and any other facilities such as warehouses, or administrative offices, in operation at the end of 1992. Establishments with no paid employees (such as unmanned warehouses) are not considered separate establishments.

If **MORE THAN ONE** establishment was operated under the EI number:

- List the location of the headquarters first.
- Provide the name, physical location, address, ZIP Code, kind-of-business and type of operation description, sales, annual payroll and employment for headquarters and each location. Continue on a separate sheet if necessary.
- The sum of sales for all locations should equal the amount reported in Item 4, "Dollar Volume of Business."
- The sum of payroll for all locations should equal the amount reported in Item 5, "Payroll."
- If employees worked at more than one location, report payroll and employment for employees at the ONE location where they spent most of their working time.
- The sum of employment for all locations should equal the amount reported in Item 6, "Employment."