

3 REVENUE

A. What was this firm's quarterly revenue for the domestic locations (See 1) covered by this report?

06 \$ Bil.	Mil.	Thou.	DoI.

B. Is the revenue reported in A above a book figure or estimate?

- 07 1 Book figure
 2 Estimate

4 REPORT PERIOD

- 1 Yes – Continue with 5
 2 No – Provide beginning and ending dates for the most recent quarter.

Beginning date

Ending date

Most Recent		
Month	Day	Year
08		
09		

5 SOURCE OF REVENUE

What percentage of revenue (reported in 3) is received from each of the following types of customers?

Estimates are acceptable if actual data is not available.

1. Government (local, State, and Federal)

2. Business firms and not-for-profit organizations

3. Household consumers and individual users

Total

10	%
11	%
12	%
100%	

6 ORGANIZATIONAL CHANGE

14 Name of company acquired/merged with/sold to

Number and street

- 13 1 YES →
- 1 acquired
 - 2 merged with
 - 3 sold to
- 2 NO

City, State, and ZIP Code

Date of acquisition merger or sale. →

15	
Month	Year

EIN →

16									
		-							

7 REMARKS – Please use this space for comments or to explain any significant difference between your current and prior quarter revenue.

8 CONTACT INFORMATION

17 Name of person to contact regarding this report

18 Telephone

Area code	Number	Extension

20 E-mail address

19 Fax

Area code	Number

21 Company website

THANK YOU
for completing your Quarterly Services Survey.

INSTRUCTIONS FOR ③

Taxable Firms

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.

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).
- Nonoperating revenue such as income from investments, sales of company-owned real estate (land and building), or other assets, (except inventory held for resale), securities, gifts, loans, contributions, royalties, or grants.
- Revenue from the sale of used equipment.
- Installment payments from leasing under capital, finance, or full-payout leases.
- Intracompany transfers.
- Interest income.

Tax-Exempt Firms

Firms operating on a commission basis should report commissions, fees, and other operating income, not gross billings or sales.

Include –

- Program service revenue for services provided in the quarter, whether or not payment was received in that quarter.
- Gross sales of merchandise, minus returns and allowances.
- Income from interest, dividends, gross rents (including display space rentals and share of receipts from departments operated by other companies), royalties, and other investments.
- Net gains (or losses) from the sale of real estate (land and buildings), investments, or other assets (except inventory held for resale).
- Gross contributions, gifts, and grants (whether or not restricted for use in operations).
- Dues and assessments from members and affiliates.
- Commissions earned from the sale of merchandise owned by others (including commissions from vending machine operators).
- Gross receipts from fundraising activities.

Exclude –

- Sales and other taxes collected directly from customers or clients and paid directly to a local, State, or Federal tax agency.
- Gross receipts of departments or concessions operated by other companies.
- Amounts transferred to operating funds from capital or reserve funds.

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