



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

FORM

PS-54114 (11-16-2011)

2012 ECONOMIC CENSUS

Drafting Services

OMB No. 0607-0934: Approval Expires 12/31/2013

DUE DATE
FEBRUARY 12, 2013

(Please correct any errors in this mailing address.)

Need help or have questions?

- **Read** the accompanying information sheet(s) before answering the questions.
- **Visit** econhelp.census.gov
- **Call** 1-800-233-6136, between 8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday.

PS-54114

INFORMATION COPY
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Report Online - It's fast and secure!
Go to: econhelp.census.gov

- **OR** -

Mail your
completed
form to:

U.S. CENSUS BUREAU
1201 East 10th Street
Jeffersonville, IN 47134-0001

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 U.S. Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

- Use blue or black ballpoint pen.
- Do not use pencil or felt-tip pen.
- Do not put slashes through 0 or 7.
- Please center numbers in their respective boxes.
- Place an "X" inside the box.

Examples:

☒ 0 1 2 3 4 5 6 7 8 9

The reporting unit for this form is an establishment. An **establishment** is generally a single physical location where business is conducted or where services or industrial operations are performed. For further clarification, see information sheet(s).

1 EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification Number (EIN) shown to the left of the mailing address the same as the one used for this establishment on its latest 2012 Internal Revenue Service Form 941, Employer's Quarterly Federal Tax Return?

0021 ☐ Yes - Go to **2**

0022 ☐ No - Enter current EIN (9 digits) —————→

0025

-

2 PHYSICAL LOCATION

A. Is this establishment's physical location the same as shown in the mailing address?
(P.O. Box and rural route addresses are not physical locations.)

0031 ☐ Yes - Go to line B

0032 ☐ No - Enter —————→
physical
location

0035 Number and street

0036 City, town, village, etc.

0037 State

0038 ZIP Code

-

CONTINUE WITH **2** ON PAGE 2

PENALTY FOR FAILURE TO REPORT

CONTINUE ON PAGE 2

54114012



2 PHYSICAL LOCATION - Continued

B. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.? (Mark "X" only ONE box.)

0041 ☐ Yes 0042 ☐ No 0043 ☐ No legal boundaries 0044 ☐ Do not know

C. In what type of municipality is this establishment physically located? (Mark "X" only ONE box.)

0046 ☐ City, village, or borough 0047 ☐ Town or township 0048 ☐ Other 0024 ☐ Do not know

3 OPERATIONAL STATUS

Which ONE of the following best describes this establishment's operational status at the end of 2012? (Mark "X" only ONE box.)

0011 ☐ In operation

0013 ☐ Temporarily or seasonally inactive

0014 ☐ Ceased operation - Give date at right

0015 ☐ Sold or leased to another corporation - Give date at right AND enter name and address of new owner or operator and Employer Identification Number (EIN) below

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Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

0060 Name of new owner or operator

0061 EIN (9 digits)

<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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0062 Mailing address (Number and street, P.O. Box, etc.)

0063 City, town, village, etc.

0064 State

0065 ZIP Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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0016 ☐ Other - Specify

0815

4 MONTHS IN OPERATION

Mark "X" if None

2012 Number

Number of months in operation during 2012 (If none, mark "X" and go to 30.) 0002

☐

<input type="text"/>	<input type="text"/>
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HOW TO REPORT DOLLAR FIGURES



Dollar figures should be **rounded to thousands** of dollars.

If a figure is **\$2,035,628.79**:

Report

Mark "X" if None

☐

If a value is "0" (or less than \$500.00):

Report

☒

2012		
\$ Bil.	Mil.	Thou.
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

EXAMPLE

5 SALES, SHIPMENTS, RECEIPTS, OR REVENUE

Mark "X" if None

2012		
\$ Bil.	Mil.	Thou.
<input type="text"/>	<input type="text"/>	<input type="text"/>

Operating receipts 0100

☐

6 Not Applicable.

If not shown, please enter your 11-digit Census File Number (CFN) from the mailing address.

7 EMPLOYMENT AND PAYROLL

Include:

- Full- and part-time employees working at this establishment whose payroll was reported on Internal Revenue Service Form 941, Employer's Quarterly Federal Tax Return, and filed under the Employer Identification Number (EIN) shown to the left of the mailing address or corrected in 1.

Exclude:

- Temporary staffing obtained from a staffing service.
- Contractors, subcontractors, or independent contractors.
- Full- or part-time leased employees whose payroll was filed under an employee leasing company's EIN.
- Purchased or managed services, such as janitorial, guard, or landscape services.
- Professional or technical services purchased from another firm, such as software consulting, computer programming, engineering, or accounting services.

For further clarification, see information sheet(s).

A. Number of employees for pay period including March 12, 2012 0000 ☐

Mark "X"
if None

2012
Number

B. Payroll before deductions (Exclude employer's cost for fringe benefits.) Mark "X" if None

2012

\$ Bil.	Mil.	Thou.
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

1. Annual payroll 0300 ☐

2. First quarter payroll (January-March 2012) 0310 ☐

8-18 Not Applicable.

19 KIND OF BUSINESS OR ACTIVITY

Which **ONE** of the following best describes this establishment's principal kind of business or activity in 2012? If none of the provided selections seem appropriate, provide a specific description of the primary business activity.

Mark "X" only **ONE** box.

Drafting services

- 0700
- 541 340 00 8 ☐ Drafting services, including CAD (Computer Aided Design) drafting
- 541 340 00 6 ☐ Steel drafting or detailing services
- 541 340 00 9 ☐ Architectural drafting services
- 541 340 00 1 ☐ Blueprint drafting services
- 541 340 00 A ☐ Patent drafting services
- 541 340 00 3 ☐ Other drafting services - Describe ↴

0701

Other kind of business or activity

- 561 439 00 2 ☐ Blueprint reproduction services
- 541 490 00 5 ☐ Home and agricultural building floor plan design services
- 541 430 00 6 ☐ Patent drawing and trademark illustration, excluding patent drafting
- 773 000 00 1 ☐ Other kind of business or activity - Describe ↴

0701

20 CLASS OF CUSTOMER

Estimate the percentage of receipts (reported in **5**) by class of customer.
Include work performed "in-house" or by others.

		2012			
		Whole percent of receipts			
1.	Federal, state, and local governments, including public authorities (direct services only)	3120			%
2.	Construction firms	3122			%
3.	Architectural firms	3123			%
4.	Engineering firms	3124			%
5.	All other business firms and organizations (manufacturing, utilities, mining, shopping centers, office buildings, etc.)	3125			%
6.	Not-for-profit organizations (Include religious organizations.)	3107			%
7.	Household consumers and individuals (Report fees from individually owned businesses on lines 2, 3, 4, or 5 as appropriate.)	3100			%
8.	TOTAL		1	0	0 %

21 SUPPORT SERVICES

Was this establishment primarily engaged in providing management, administrative, or support services to other establishments of your enterprise (rather than for the general public or other business firms) in 2012?

0998 ☐ Yes

0999 ☐ No

HOW TO
REPORT
PERCENTS

Percents should be **rounded to whole** percents.

If figure is **38.76%** of total sales: **Report** →

2012			
Report thousands of dollars OR whole percents. Estimates are acceptable.			
\$ Bil.	Mil.	Thou.	Percent
			39

22 DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE

(Report receipts by source either as a dollar figure or as a whole percent of total receipts (reported in **5**). See HOW TO REPORT DOLLAR FIGURES on page 2 and HOW TO REPORT PERCENTS above. Do not combine data for two or more receipts lines.)

Line 1 - Report receipts from producing detailed layouts, plans, drawings, illustrations, graphics or models for the use in the design, manufacture, installation, construction, repair or maintenance of a wide variety of mechanical and industrial equipment, systems, and components.

Line 2 - Report receipts from producing detailed layouts, plans, drawings, illustrations, graphics or models for the use in the design, manufacture, installation, construction, repair or maintenance of piping systems used in industrial operations and the oil and gas industry. Examples include piping spools and supports, process flow and instrumentation diagrams, and tank data sheets.

Line 8 - Report receipts from engineering drafting services in other specialized areas such as transportation equipment and components (e.g., aeronautical/aerospace, naval/marine, and automotive).

Line 9 - Report receipts from producing detailed layouts, plans, drawings, illustrations, graphics or models depicting the architectural design of buildings. Include drawings used for zoning, regulatory or client approval, permits, and assembly construction. Report receipts for detailed drawings of structural components of buildings on **line 6**. Report receipts from products used primarily in an artistic or esthetic nature on **line 10**.

Line 11 - Report receipts from producing as-built drawings of the interior or exterior of commercial, industrial, institutional, and residential buildings, and electrical, water, drainage and sewer systems that can be used for renovations, restorations, and facilities management. Include on-site verification and mark-ups.

CONTINUE WITH **23** ON PAGE 5

CONTINUE ON PAGE 5

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If not shown, please enter your 11-digit Census File Number (CFN) from the mailing address.

22 DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE - Continued

Line 17 - Report fees from specialized design services related to creating and developing designs and specifications that optimize the function, value, and appearance of manufactured products.

Line 18 - Report receipts from the specialized activity of creating the basic idea for an advertisement. Include drafting the words or copy that will appear in the ad or be spoken by an actor, designing the layout for a print ad, or the filming sequence of a television commercial.

Description of sales, shipments, receipts, or revenue	2012			
	Report thousands of dollars OR whole percents. Estimates are acceptable.			
	\$ Bil.	Mil.	Thou.	Percent
1. Mechanical drafting services				
a. Machine drafting services 38301				
b. Mechanical systems drafting services 38302				
c. Mechanical flow diagram drafting services 38303				
d. Industrial machinery and equipment layout drafting services 38304				
e. Add lines 1a through 1d 38300				
2. Process piping systems drafting services 38310				
3. Electrical and electronic systems and components drafting services 38320				
4. Site drafting services for civil engineering projects 38330				
5. Structural components of civil engineering drafting services 38340				
6. Structural components of buildings drafting services 38350				
7. Steel detailing drafting services 38360				
8. Other engineering drafting services 38370				
9. Architectural drafting services 38380				
10. Display and presentation drafting services 38390				
11. Drafting of as-built drawings 38410				
12. Checking and revision services 38420				

CONTINUE WITH **22** ON PAGE 6

CONTINUE ON PAGE 6

54114053



22 DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE - Continued

Description of sales, shipments, receipts, or revenue	2012			
	Report thousands of dollars OR whole percents. Estimates are acceptable.			
	\$ Bil.	Mil.	Thou.	Percent
13. Drafting consulting services 38430				
14. Other drafting services				
a. Interior design drafting services 38451				
b. Landscape design drafting services 38452				
c. Other drafting services - Describe ↴ <div style="border: 1px solid black; height: 20px; width: 400px;"></div> 38453				
d. Add lines 14a through 14c 38450				
15. Plotting, printing, and conversion services 38460				
16. Interior design services 38500				
17. Industrial design services 38520				
18. Advertising creative services (Include graphic design services such as patent drawing and trademark illustration.) 37660				
19. Resale of merchandise - Describe ↴ <div style="border: 1px solid black; height: 30px; width: 400px;"></div> 39632				
20. All other operating receipts - Describe if more than 10 percent of total receipts ↴ <div style="border: 1px solid black; height: 30px; width: 400px;"></div> 39731				
21. TOTAL OPERATING RECEIPTS - Sum of lines should equal 5 if reporting in dollars 39850				100

23 and 24 Not Applicable.

If not shown, please enter your 11-digit Census File Number (CFN) from the mailing address.

25 EXPORTED SERVICES

NOTE - An exported service is a product (e.g., service performed, license agreement) that is sold or transferred to, or 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 products provided to unaffiliated and affiliated foreign firms (e.g., foreign parent firms, subsidiaries, branches). Exclude products provided to domestic subsidiaries of foreign firms.

A. Did the receipts or revenue (reported in 5) include any amounts for exported services?

0911 ☐ Yes - Go to line B

0912 ☐ No - Go to 30

2012		
\$ Bil.	Mil.	Thou.
<input type="text"/>	<input type="text"/>	<input type="text"/>

B. Amount of receipts or revenue for exported services

26-29 Not Applicable.

REMARKS (Please use this space to enter explanations that may be essential in understanding your reported data.)

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30 CERTIFICATION - This report is substantially accurate and was prepared in accordance with the instructions.

Is the time period covered by this report a calendar year?

☐ Yes ☐ No - Enter time period covered →

FROM		TO	
Month	Year	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Name of person to contact regarding this report

Title

Name of person to contact regarding this report				Title				
Tele- phone	Area code	Number		Extension	Fax	Area code	Number	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
E-mail address					Date completed	Month	Day	Year
						<input type="text"/>	<input type="text"/>	<input type="text"/>

Thank you for completing your 2012 ECONOMIC CENSUS form.

PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS AND RETURN THE ORIGINAL.

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