Notice is given under section 1 of the Statistics of Trade Act 1947

Monthly Business Survey

Office for National Statistics

Please do not discard this important document - your response is legally required

00001 46320
CONTACT NAME
OFFICE FOR NATIONAL STATISTICS
GOVERNMENT BUILDINGS
CARDIFF ROAD
NEWPORT
NP10 8XG
********** EXAMPLE PRINT **********

Please write any changes to your name and address in the box below, using black ink

To be completed for: THE BUSINESS NAMED ABOVE

Please complete and return by 7 July 2015

Dear Sir or Madam,

Please find overleaf the June 2015 questionnaire for the Monthly Business Survey (MBS). Your data should cover the period 1 June 2015 to 30 June 2015. If actual figures are not available, please provide informed estimates. Please return your data via our freephone Telephone Data Entry (TDE) service using the Respondent Identification Number in the box below. The Telephone Return Instructions can be found overleaf.

The results from the survey contribute to the Index of Production (IOP) and the Index of Services (IOS) which show changes in production and service sector outputs and are a key measure of these industries' contribution to the economy. The results also contribute to the calculation of the Gross Domestic Product (GDP) which is the primary measure of the overall state of a country's economy; it is extensively reported in the media to track the UK's economic performance. The IOP and IOS figures are released in monthly statistical bulletins which can be found on the ONS website www.ons.gov.uk.

We guarantee that while your employment is less than 10, you will receive no more than 15 monthly questionnaires for this one ONS business survey. You must complete and return all questionnaires on time, after which you will be excluded from all business surveys for at least 3 years. The Annual Survey of Hours and Earnings is not covered by this guarantee.

You are required by law to complete this questionnaire. If you do not complete and return this questionnaire by 7 July 2015, penalties may be incurred (under section 4 of the Statistics of Trade Act 1947). All the information you provide is kept strictly confidential. It is illegal for us to reveal your data or identify your business to unauthorised persons.

Thank you for your co-operation,
Office for National Statistics

TDE return details

Freephone:	**0800 0858163**
Respondent Identification Number: This identification number is unique to this period only	**TES TES TES**

Contact numbers

Er mwyn gwneud cais am ffurflen Gymraeg (To request a questionnaire in Welsh)	0300 1234 921
If you would like to use our Minicom service for the Deaf	01633 815 044
To complete the questionnaire in Euros	0300 1234 914
For any other queries, please contact the **Survey Team** or go to **www.ons.gov.uk/surveys**	**0300 1234 914**

When contacting the office you may be asked for the following information

Survey code: 009 **Reference number:** 4990 0000 000 **Period:** 201506

- Telephone calls may be recorded for training and quality purposes

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F P T 0 0 9 **MBS MIX**

Questions and Telephone Return Instructions

1. **Data should relate to all sites in England, Scotland and Wales of the following business:**
OFFICE FOR NATIONAL STATISTICS

2. **You must return your data using our Telephone Data Entry (TDE) service.**
Freephone 0800 0858163
Your Respondent Identification Number: TES TES TES
You will be asked to enter your data using the telephone keypad in the order listed below.
Please retain a copy of your data for future reference.

3. **Please return your data for the period 1 June 2015 to 30 June 2015**
If your figures do not relate to the exact calendar month, please provide us with the dates you are reporting for on the TDE system.

4. **For the reporting period stated above, what was the value of the business's turnover excluding VAT and excise duties?**
Please round your figure to the nearest **£** thousand.
Even if your turnover is zero, please still complete a return using the TDE system.
If an exact figure is not available, please provide a careful estimate.

Include:
- commission
- costs incurred and passed on to customers
- sales of goods purchased for resale
- payments for work in progress
- income from sub-contracted activities
- revenue earned from other parts of the business, not named at the top of this page (please supply at fair value).

Exclude:
- VAT
- excise duties
- gains on sales of fixed capital assets
- grants and subsidies
- insurance claims
- interest received.

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You must use TDE to return this figure

5. **For future queries about this call, please quote your reference number 4990 0000 000**