



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

 Office for
National Statistics

Services Producer Price Indices Recruitment of Pricing Information

This survey is carried out by the Office for National Statistics, the government department responsible for official statistics.

00001 70229
CONTACT NAME
OFFICE FOR NATIONAL STATISTICS
GOVERNMENT BUILDINGS
CARDIFF ROAD
NEWPORT
NP10 8XG
***** EXAMPLE PRINT *****

Using **black ink**, write any changes to your name and address in the box below

To be completed for:

THE BUSINESS NAMED ABOVE

From:

Office for National Statistics
Government Buildings
Cardiff Road
Newport
NP10 8XG

Contact for help:

Elin Farley



01633 455157

Your reference:

116 4990 0000 000T

You are required by law to complete this questionnaire for the business named above for the period Quarter 1 2011 (1 January 2011 to 31 March 2011).

Please complete and return this questionnaire to the above address or fax to 01633 652707 by **21 April 2011**.

If exact figures are not available, please provide informed estimates.

Please note

- If you do not complete and return this questionnaire, penalties may be incurred (under section 4 of the Statistics of Trade Act 1947).

Additional Information

- Please call 01633 815044 if you would like to use our Minicom service for the Deaf.
- To complete the questionnaire in Euros, please call your contact (see red box above).
- To request a questionnaire in Welsh, call 0300 1234 921. Er mwyn gwneud cais am ffurflen Gymraeg, ffoniwch 0300 1234 921.

The information supplied is used to monitor prices charged for services provided by UK businesses to other UK businesses and government. SPPI provides a key measure of inflation alongside other indicators such as the Retail Price Index (RPI) and the Producer Price Index (PPI). The Treasury and the Bank of England use the information in their assessments of the UK economy. The index is also a useful tool for UK businesses for monitoring price changes across service sector industries.

Thank you for your co-operation.

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.

www.ons.gov.uk

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Introduction to the Services Producer Price Indices (SPPI)

Purpose of the survey

The Services Producer Price Indices (SPPI) is managed by the Office for National Statistics (ONS). The SPPI provides a key measure of inflation and is used in the calculation of UK industrial output as part of Gross Domestic Product (GDP).

The SPPI measures quarterly changes in the prices that UK businesses charge for services they provide to other UK businesses and government. The SPPI also measures businesses' annual turnover from sales of business and management consultancy services, sales of other services to businesses and turnover from other sources.

Please note that completion of this questionnaire is mandatory. Following receipt of your questionnaire you may be asked to supply a quarterly update of the data you provided. All data you provide are confidential. You can find out more about the SPPI survey via this link to the ONS website: <http://www.statistics.gov.uk/SPPI>

Please read all the notes carefully before completing the questionnaire. If you have any problems completing this questionnaire, or if your company does not provide any UK services in the areas shown, please contact this office on the number shown on the front of this questionnaire.

Information required

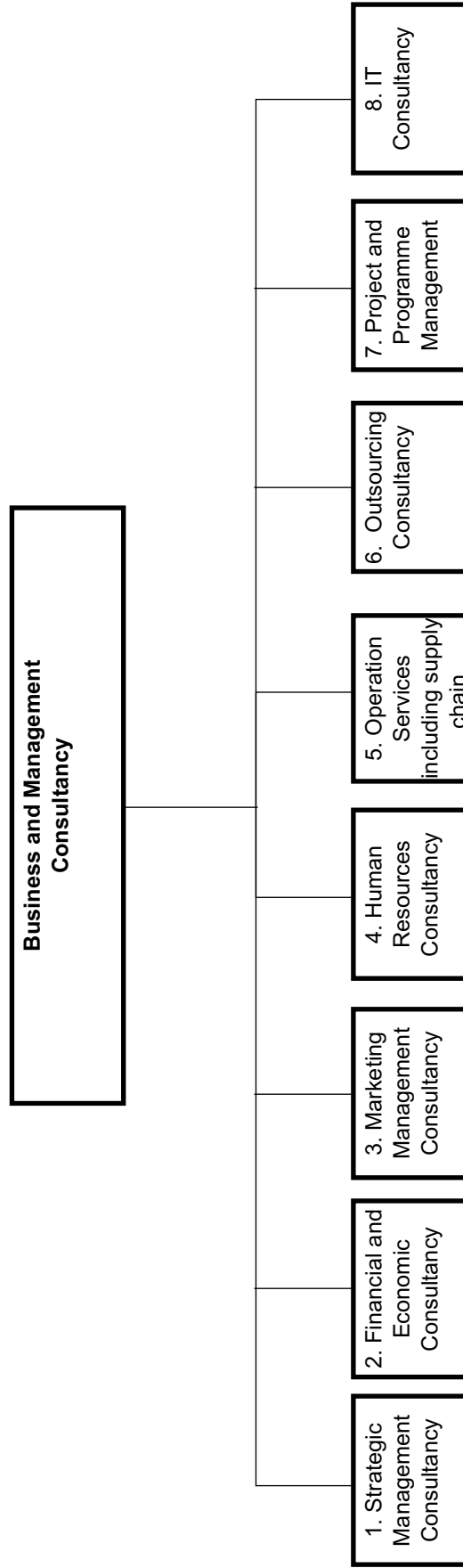
Section A of this questionnaire asks for information on the number of chargeable hours billed, standard hourly charge out rates and the average realisation rate for the service area in the quarter. Changes in this information over time will be used to calculate a price index for the business and management consultancy industry. Please note that informed estimates are acceptable.

Sections B, C, D & E of this questionnaire asks for your business' turnover in **2010**. Please complete these sections regardless of any data provided in Section A.

Thank you for providing the data and taking part in this survey.



**INDUSTRY STRUCTURE FOR BUSINESS & MANAGEMENT
CONSULTANCY**



Examples of service area coverage:

Business Management Consultancy Services

1. Strategic Management Consultancy:

- This includes consultancy on business policy and strategy and the overall planning, structuring and control of an organisation
- This excludes legal advisory and representation as well as services of counsellors and negotiators arranging mergers and acquisitions

2. Financial and Economic Consultancy:

- This includes consultancy advice on all aspects of financial and economic management within an organisation
- This excludes design and development services for computer software for accounting systems, security brokerage services, portfolio and fund management services and accounting, bookkeeping and financial auditing

3. Marketing Management Consultancy:

- This includes advisory, guidance and operational assistance on the marketing strategy and marketing operation
- This excludes public relations, communication services and advertising services

4. Human Resources Consultancy:

- This includes consultancy advice on HR strategies and practices and employee learning and development
- This excludes executive placement or search consulting services and educational consulting services

5. Operation Services including Supply Chain:

- This includes consulting on improvements to systems and procedures and office and service operations. It also includes integrated supply chain management consulting which is a bundled product that includes inventory management, warehousing and storage and distribution services consulting
- This excludes architectural advisory service, engineering advisory services, environmental consulting services and other scientific and technical consulting services not elsewhere specified

6. Outsourcing Consultancy

- This includes the provision of a bundled service package that combines IT-intensive services with labour, machinery, and facilities to support, host and manage a business process for a client

7. Project and Programme Management

- This includes advice on programme and project management strategies, policies, processes and organisation of the function
- This excludes construction project management services

8. IT Consultancy

- This includes review of the existing IT infrastructure, advice on IT matters related to hardware or systems/software requirements and advice on the purchase of new equipment/software
- This excludes writing the computer code and the actual IT implementation and integration



Section A

Guidance notes - Completing the questionnaire

1. Coverage

A list of service areas are provided in the business and management consultancy industry structure on the previous page. Please provide the requested information for each service area that is representative of your business. The information you provide should be for services provided by your company in the UK to other UK businesses (outside your own group of companies) or government. Please exclude any hours billed for household, self-employed or overseas customers.

2. Data required – please contact the person on the front of the questionnaire if you are unable to provide any of the following data:-

Column (a) Your Ref

Please use this to refer to your own grading structure. It is important that subsequent questionnaires are completed for the same grades so that our survey is measuring price change on a comparable basis.

Column (b) Grade/position/category of personnel

Please specify the actual grades involved for each service area during the period. It is not necessary to use the same grades for each service area. For example, it may be appropriate to use the following, however please do not be restricted by this:

<u>Strategic Management Consultancy:</u>	Director,	Associate,	Consultant
<u>IT Consultancy:</u>	Associate,	Business Analyst,	Financial Controller

Please do not be restricted by the number of lines on the questionnaire – if six is too many leave the lines blank, if too few add the remaining grades on a separate sheet quoting the reference number at the top.

Column (c) Number of chargeable hours billed in quarter January to March 2011

Please enter the number of chargeable hours billed in this quarter for each grade provided in column (b).

Column (d) Standard charge out rate/hour in quarter January to March 2011

Please provide the standard hourly charge out rate or list price for the period specified for each grade you have provided in column (b). If there is more than one standard hourly rate per grade, please provide an average of the standard rates. Please quote all rates **exclusive of VAT**.

Column (e) Average realisation rate for the service area in quarter January to March 2011

Please provide the average realisation rate for the period. The realisation rate is the ratio of actual fees incurred or billed in the period against the total fees at standard rates. It should represent the percentage actually realised by the company against standard hourly rates after discounts have been applied. If the realisation rate is not available, informed estimates are acceptable.

Column (f) Description

Please use this column to make notes that will assist you when making future returns. For example, where the information is extracted from, what averages are used etc.



Below are some examples to assist in the completion of Section A of the questionnaire. Please do not be restricted by this example in your response as it is important that your return accurately reflects your business.

Activity	Your Ref	Grade	Number of chargeable hours billed in quarter (Jan - Mar 2011)	Standard charge out rate/hour (Jan - Mar 2011) £	Average realisation rate for the service area in quarter (Jan - Mar 2011) %	Description
	(a)	(b)	(c)	(d)	(e)	(f)
Business & Management Consultancy Services - Strategic Management Consultancy	1	Director	50	200	75%	The number of hours billed by each specified grade for the period is provided from timesheets. A standard charge out rate for each grade is provided, for example £150 for an 'Associate'. This rate is an average of the standard associate rates as there is more than one associate. The average realisation rate for this service area is recorded internally and provided. On average this quarter we realised 75% of our rates.
	2	Associate	200	150		
	3	Consultant	150	100		
	4	Business Analyst	200	35		
Business & Management Consultancy Services - Financial & Economic Consultancy	1	Director	50	250	82%	The number of hours billed by each specified grade is provided. The standard charge out rate for 'Associate' and 'Consultant' are averages. The average realisation rate for this service area is provided. This represents the average realisation of fees received in the quarter compared to the total value of fees at standard rates.
	2	Associate	100	150		
	3	Consultant	100	120		
	4	Business Analyst	150	65		
	5	Financial Controller	60	50		
Business & Management Consultancy Services - Marketing Management Consultancy	1	Director	50	220	80%	The number of hours billed by each specified grade for the period is provided. A standard charge out rate for each grade is provided. These rates are averages as there is more than one standard rate per grade (depending on experience etc). An estimate of the realisation rate is provided. This is an estimate of how much was realised this period after discounts.
	2	Associate	100	170		
	3	Consultant	100	69		
	4	Business Analyst	150	60		



SECTION A: Data Collection for Business and Management Consultancy services

Please provide the required information for Q1 2011 (covers the period 1 January 2011 to 31 March 2011).

Please refer to the guidance notes provided with this questionnaire.

Any service areas not representative of your business should be left blank.

Activity	Your Ref	Grade	Number of chargeable hours billed in quarter (Jan - Mar 2011)	Standard charge out rate/hour (Jan - Mar 2011) £	Average realisation rate for the service area in quarter (Jan - Mar 2011) %	Description (i.e. where the information is extracted from; what averages are used etc)
	(a)	(b)	(c)	(d)	(e)	(f)
1. Business & Management Consultancy Services - Strategic Management Consultancy						
2. Business & Management Consultancy Services - Financial & Economic Consultancy						
3. Business & Management Consultancy Services - Marketing Management Consultancy						



SECTION A: Data Collection for Business and Management Consultancy services

Please provide the required information for Q1 2011 (covers the period 1 January 2011 to 31 March 2011).

Please refer to the guidance notes provided with this questionnaire.

Any service areas not representative of your business should be left blank.

Activity	Your Ref	Grade	Number of chargeable hours billed in quarter (Jan - Mar 2011)	Standard charge out rate/hour (Jan - Mar 2011) £	Average realisation rate for the service area in quarter (Jan - Mar 2011) %	Description (i.e. where the information is extracted from; what averages are used etc)
	(a)	(b)	(c)	(d)	(e)	(f)
4. Business & Management Consultancy Services - Human Resources Consultancy						
5. Business & Management Consultancy Services - Operation Services Including Supply Chain						
6. Business & Management Consultancy Services - Outsourcing Consultancy						



SECTION A: Data Collection for Business and Management Consultancy services

Please provide the required information for Q1 2011 (covers the period 1 January 2011 to 31 March 2011). Please refer to the guidance notes provided with this questionnaire.

Any service areas not representative of your business should be left blank.

Activity	Your Ref	Grade	Number of chargeable hours billed in quarter (Jan - Mar 2011)	Standard charge out rate/hour (Jan - Mar 2011) £	Average realisation rate for the service area in quarter (Jan - Mar 2011) %	Description (i.e. where the information is extracted from; what averages are used etc)
	(a)	(b)	(c)	(d)	(e)	(f)
7. Business & Management Consultancy Services - Project and Programme Management Consultancy						
8. Business & Management Consultancy Services - IT Consultancy						



SECTION C - Other services sold to other businesses in the UK, not included in SECTION B

2. What was your turnover from sales of any other services to UK businesses not included in Section B?

Include:

- Sales of services to the public sector (e.g. local councils or schools)
- Sales of services to other parts of your organisation
- Any progress payments covering that period

Exclude:

- Export sales
- Sales to the public
- Sales of manufactured goods
- VAT
- Capital receipts from disposal of assets
- Interest and dividends, grants and subsidies

£ , ,

3. If you have entered a figure for question 2, please specify what kind of services the turnover figure you have entered relates to:

SECTION D - Any other turnover not yet accounted for

4. What was your total turnover from all other activities undertaken by your business, not included in Sections B or C above, such as sales to members of the public?

Include:

- Export sales
- Sales to the public
- Sales of manufactured goods
- Sales to other parts of your organisation
- Any progress payments covering that period

Exclude:

- VAT
- Capital receipts from disposal of assets
- Interest and dividends, grants and subsidies

£ , ,

SECTION E - Total turnover

5. What was your total turnover for the entire business?
This is the total of Sections B, C & D

£ , ,



SECTION F - Contact information and comments

6. Please provide details of the person we should contact if we have any queries regarding the information returned on this questionnaire:

Contact name

Position in business

Telephone no. Ext.

Fax number

Signature _____ Date _____

7. Please use the space below to provide any additional comments for example:-

- Explanation of information provided
- Ease of providing requested information
- Suggestions for improvements to questionnaire (instructions, terminology, layout)

8. How long did it take you to complete this questionnaire?

Please provide your answer to the nearest five minutes

hrs mins

Thank you for taking the time to complete this questionnaire.

