



Quarterly Survey into Sales of Industry in Scotland - Scottish Units Only

 The Scottish Government

00001 27320
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 6 January 2015

Dear Sir or Madam,

Please find the Quarter 4 2014 questionnaire for the Quarterly Survey into Sales of Industry in Scotland - Scottish Units Only attached. Please complete for the period Quarter 4 (1 October 2014 to 31 December 2014). If actual figures are not available, please provide informed estimates. Once complete, the questionnaire can be returned by post or fax using the details in the box below.

The information supplied is used in the compilation of the Scottish Executive's Quarterly Index of Scottish Gross Domestic Product (GDP). This is a key indicator of Scotland's economic activity and is used extensively within the Scottish Executive and by external economic commentators, academics and the media.

This survey is carried out on behalf of the Scottish Government Office of the Chief Economic Advisor.

Please note:

- This is a voluntary survey.

You are required to complete this questionnaire for the business named above. 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.

Sandy Stewart
Senior Statistician

Questionnaire return details

To return via fax: 01633 652707

To return via post: Please use the prepaid envelope provided which is addressed to:
Office for National Statistics, Government Buildings, Cardiff Road, Newport, NP10 8XG

Contact numbers

If you would like to use our Minicom service for the Deaf 01633 815 044

To complete the questionnaire in Euros 01633 456826

For any other queries, please contact **Kelly Pugh** 01633 456826
or go to www.ons.gov.uk/surveys

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

Survey code: 130

Reference number: 4990 0000 000J

Period: 201412

- Telephone calls may be recorded for training and quality purposes

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	Day	Month	Year
1. Period covered by this return (see note 1)	start	/	/
	end	/	/
2. Average number of persons employed during the quarter (see note 2)	Number		
3. Turnover	Value (£000)		
3.1 Total turnover A value or an estimate must be provided.			
3.2 Value of exports included in 3.1			
• where values are nil, please write a single zero			
• where values cannot be given or estimated please leave the response box blank.			

Remarks: Please provide an explanation for significant changes from your previous return (e.g. figures halved or doubled). Please include details of any significant impacts upon your data resulting from changes in the accounting approaches you have taken.

Notes on completing the return

Coverage of return

Your return for this questionnaire should cover all activity, including non-production, of the Scottish reporting unit(s) on the attached sheet.

1. Period of return

The return is required for the quarterly period shown on the front of the questionnaire. If you are unable to make a return for the calendar quarter, please make it for the nearest available equivalent period. Please note, however, that the return should still be sent to us within 21 days of the end of the quarter to which it relates.

2. Persons employed

"Persons employed" is defined for this return as all those persons employed whether full or part-time, including working proprietors, but excluding outworkers.

3. Total turnover

The figures should reflect quarterly totals and exclude adjustments for past data or balancing items.

Include:

- sales of goods of your own production as invoiced;
- merchanted goods;
- income derived from provision of services and other non-production.

Exclude:

- receipts of interest and dividends;
- capital receipts from the disposal of assets;
- progress payments and receipts from government including grants and VAT repayments.

Name of person to be contacted if necessary (BLOCK CAPITALS PLEASE)			
Position in business		Date	
Tel. No/Ext		Fax no	

