



# Quarterly Business Survey

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

00001 65120  
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 22 December 2014**

Dear Sir or Madam,

Please find overleaf the Quarter 4 2014 questionnaire for the Quarterly Business Survey. Your data should cover the period 12 December 2014. 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 information supplied is used to compile quarterly UK workforce jobs and productivity estimates. These measures are used by the government to evaluate, monitor and plan the labour market and economy.

We guarantee that while your employment is less than 10, you will receive no more than 5 quarterly 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 22 December 2014, 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**

<b>Freephone:</b>	<b>0800 0858163</b>
<b>Respondent Identification Number:</b>	<b>TES TES TES</b>
This identification number is unique to this period only	

**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
For any other queries, please contact the <b>Respondent Relations Team</b> or go to <b>www.ons.gov.uk/surveys</b>	<b>0300 1234 917</b>

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

<b>Survey code:</b> 139	<b>Reference number:</b> 4990 0000 000	<b>Period:</b> 201412
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- Telephone calls may be recorded for training and quality purposes



## Questions and Telephone Return Instructions

1. Data should relate to all sites of the following business in England, Scotland and Wales, unless otherwise stated on the front page:

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 key pad in the order listed below.  
Please retain a copy of your data for future reference.

3. On **12 December 2014**,  
what was the number of employees for the business named above?

An employee is anyone aged 16 years or over that your organisation directly pays from its payroll(s), in return for carrying out a full-time or part-time job or being on a training scheme.

Include:

- all workers paid directly from this business's payroll(s)
- those temporarily absent but still being paid, for example on maternity leave.

Exclude:

- agency workers paid directly from the agency payroll
- voluntary workers
- former employees only receiving a pension
- self-employed workers
- working owners who are not paid via PAYE.

What was the number of:

- |  |       |     |
|--|-------|-----|
| a. Male employees working more than 30 hours per week?   | _____ | NFJ |
| b. Male employees working 30 hours or less per week?     | _____ | NFJ |
| c. Female employees working more than 30 hours per week? | _____ | NFJ |
| d. Female employees working 30 hours or less per week?   | _____ | NFJ |
| e. Total employees?                                      | _____ | NFJ |

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

