



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

Office for
National Statistics

Quarterly Survey for Services Producer Price Indices

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

00001
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 12 January 2015

Dear Sir or Madam,

Please find the Quarter 4 2014 questionnaire for the Quarterly Survey for Services Producer Price Indices (SPPI) attached. Please complete for the period Quarter 4 2014 (1 October 2014 to 31 December 2014). Once complete, the questionnaire can be returned by post or fax using the details in the box below.

The SPPI monitors prices charged for services provided by GB businesses to other UK businesses and the Government for a limited range of service industries. SPPI provides a key measure of inflation, alongside other indicators such as the Consumer Price Index (CPI) 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 a useful information tool for UK businesses for purposes such as monitoring price changes across various service sector industries.

You are required by law to complete this questionnaire. If you do not complete and return this questionnaire by 12 January 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

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 815044

For any other queries, please contact **Tania Dando** 01633 455908
or go to www.ons.gov.uk/surveys

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

Survey code: 061

Reference number: 7990 0000 001S

Period: 201412

- Telephone calls may be recorded for training and quality purposes

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F P G 0 6 1

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IMPORTANT - Completing the questionnaire – Guidance Notes

Please read these notes carefully before completing the questionnaire. If anything is unclear or you need further advice and guidance, please ring the number shown on the front page and speak to the individual named.

Coverage:

Information provided should be for services provided by your company in the UK to other UK businesses or government, please exclude services provided to households, self-employed or overseas customers. If it is not possible to exclude such services precisely, informed estimates can be accepted.

Information required:

Section A asks for updated information on the number of hours worked by each grade and the standard hourly charge out rate for each grade.

Section B asks for additional information about the data supplied to ensure price changes are measured on a comparable basis.

Please complete both sections

Completing section A:

Section A is in two parts. The first part relates to information you provided us in your initial return and the second part asks for updated information for the current quarter.

- 1. Data provided – this data was provided by you in your initial return. If the details of these entries are no longer relevant or incorrect please amend. It is important that subsequent questionnaires are completed for the same grades/positions so that we are measuring price changes on a comparable basis.**

Your Ref (column a)

These refer to your own grading structure.

Grade/position/category of personnel (column b)

These are the grades, positions or category of personnel involved in the particular service area provided by you in your initial return. If there are any changes to the grades previously provided, please annotate on the questionnaire or provide details in Section B.

Description

This contains notes to assist you with future returns and to ensure that figures cover the same activity reported on your initial return.

- 2. Data required – please provide the following data for the specified quarter:**

Number of chargeable hours worked in specified quarter (column c)

Please enter the number of chargeable hours worked by each grade, position or category of personnel on each specified service area during the quarter.

Standard hourly charge out rate in specified quarter (column d)

Please provide the standard hourly charge out rate or list price for each grade, position or category of personnel for each specified service area. These standard rates may be those used when charging by the hour or as the basis for calculating a fixed fee. Therefore, they may not always be used or fully realised.



Section A: Data Collection - Please refer to the Guidance Notes before completing

For each service area listed below, please provide the number of chargeable hours worked by each grade and the standard hourly charge out rate for each grade for the calendar period requested (please quote the 'Item Reference Number' when telephoning with a query).

Supplier reference: 79900000001

Period for return: Quarter 4 2014 (1 October 2014 to 31 December 2014)

<p>Service Area ENGINEERING SERVICES & RELATED SERVICES Item Reference Number: 7112011014</p>	<p>Description (please amend if applicable or provide updates in section B) ENGINEERING SERVICES - CIVIL PLEASE PROVIDE THE STANDARD HOURLY CHARGE OUT RATES FOR THE GRADES SHOWN ALTHOUGH THESE MAY NOT ALWAYS BE ACHIEVED OR REALISED.</p>
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(a) Your Ref	(b) Grade, position or category of personnel	(c) Number of chargeable hours worked in quarter	(d) Standard hourly charge out rate (£)
A	ASSOCIATE	<input type="text"/>	<input type="text"/>
AD	ASSOCIATE DIRECTOR	<input type="text"/>	<input type="text"/>
AT	ASSOCIATE	<input type="text"/>	<input type="text"/>
D	DIRECTOR	<input type="text"/>	<input type="text"/>
E	ENGINEER	<input type="text"/>	<input type="text"/>
G	GRADUATE	<input type="text"/>	<input type="text"/>
GD	DIRECTOR	<input type="text"/>	<input type="text"/>
IT	TECHNICIAN	<input type="text"/>	<input type="text"/>
P	PRINCIPAL	<input type="text"/>	<input type="text"/>
PE	PRINCIPAL ENGINEER	<input type="text"/>	<input type="text"/>
PGD	PRINCIPAL GROUP DIRECTOR	<input type="text"/>	<input type="text"/>
PL	SNR TECHNICIAN	<input type="text"/>	<input type="text"/>
PTD	PRINCIPAL	<input type="text"/>	<input type="text"/>
RE	RESEARCH ENGINEER	<input type="text"/>	<input type="text"/>
SE	SNR ENGINEER	<input type="text"/>	<input type="text"/>
ST	STUDENT	<input type="text"/>	<input type="text"/>
T	TECHNICIAN	<input type="text"/>	<input type="text"/>



Service Area
ENGINEERING
SERVICES &
RELATED
SERVICES

Item Reference
Number:
7112011014

Description (please amend if applicable or provide updates in section B)

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(a) Your Ref	(b) Grade, position or category of personnel	(c) Number of chargeable hours worked in quarter	(d) Standard hourly charge out rate (£)
TD	TECHNICAL DIRECTOR	<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"/> <input type="text"/>



Service Area
ENGINEERING SERVICES & RELATED SERVICES

Item Reference Number:
7112012027

Description (please amend if applicable or provide updates in section B)

ENGINEERING SERVICES - MECHANICAL AND ELECTRICAL
PLEASE PROVIDE THE STANDARD HOURLY CHARGE OUT RATES FOR THE GRADES SHOWN ALTHOUGH THESE MAY NOT ALWAYS BE ACHIEVED OR REALISED.

(a) Your Ref	(b) Grade, position or category of personnel	(c) Number of chargeable hours worked in quarter	(d) Standard hourly charge out rate (£)
A	ASSOCIATE	<input type="text"/>	<input type="text"/>
AD	ASSOCIATE DIRECTOR	<input type="text"/>	<input type="text"/>
AT	ASSOCIATE	<input type="text"/>	<input type="text"/>
D	DIRECTOR	<input type="text"/>	<input type="text"/>
E	ENGINEER	<input type="text"/>	<input type="text"/>
G	GRADUATE	<input type="text"/>	<input type="text"/>
GD	DIRECTOR	<input type="text"/>	<input type="text"/>
IT	TRAINEE TECHNICIAN	<input type="text"/>	<input type="text"/>
P	PRINCIPAL	<input type="text"/>	<input type="text"/>
PE	PRINCIPAL ENGINEER	<input type="text"/>	<input type="text"/>
PGD	PRINCIPAL GROUP DIRECTOR	<input type="text"/>	<input type="text"/>
PL	SNR TECHNICIAN	<input type="text"/>	<input type="text"/>
PTD	PRINCIPAL TECH DIRECTOR	<input type="text"/>	<input type="text"/>
SE	SNR ENGINEER	<input type="text"/>	<input type="text"/>
ST	STUDENT	<input type="text"/>	<input type="text"/>
T	TECHNICIAN	<input type="text"/>	<input type="text"/>
TD	DIRECTOR	<input type="text"/>	<input type="text"/>
TE	TECHNICIAN	<input type="text"/>	<input type="text"/>



Service Area
ENGINEERING
SERVICES &
RELATED
SERVICES

Item Reference
Number:
7112012027

Description (please amend if applicable or provide updates in section B)

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(a) Your Ref	(b) Grade, position or category of personnel	(c) Number of chargeable hours worked in quarter	(d) Standard hourly charge out rate (£)
TT	TECHNICIAN	<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"/> <input type="text"/>



Service Area
ENGINEERING SERVICES & RELATED SERVICES

Item Reference Number:
7112013013

Description (please amend if applicable or provide updates in section B)

ENGINEERING SERVICES - STRUCTURAL
PLEASE PROVIDE THE STANDARD HOURLY CHARGE OUT RATES FOR THE GRADES SHOWN ALTHOUGH THESE MAY NOT ALWAYS BE ACHIEVED OR REALISED.

(a) Your Ref	(b) Grade, position or category of personnel	(c) Number of chargeable hours worked in quarter	(d) Standard hourly charge out rate (£)
A	ASSOCIATE	<input type="text"/>	<input type="text"/>
AD	ASSOCIATE DIRECTOR	<input type="text"/>	<input type="text"/>
AT	ASSOCIATE	<input type="text"/>	<input type="text"/>
D	DIRECTOR	<input type="text"/>	<input type="text"/>
E	ENGINEER	<input type="text"/>	<input type="text"/>
G	GRADUATE	<input type="text"/>	<input type="text"/>
GD	DIRECTOR	<input type="text"/>	<input type="text"/>
IT	TRAINEE TECHNICIAN 1	<input type="text"/>	<input type="text"/>
P	PRINCIPAL	<input type="text"/>	<input type="text"/>
PE	PRINCIPAL ENGINEER	<input type="text"/>	<input type="text"/>
PGD	PRINCIPAL	<input type="text"/>	<input type="text"/>
PL	SNR TECHNICIAN	<input type="text"/>	<input type="text"/>
PTD	PRINCIPAL TECH DIRECTOR	<input type="text"/>	<input type="text"/>
RE	RESEARCH ENGINEER	<input type="text"/>	<input type="text"/>
SE	SNR ENGINEER	<input type="text"/>	<input type="text"/>
ST	STUDENT	<input type="text"/>	<input type="text"/>
T	TECHNICIAN	<input type="text"/>	<input type="text"/>
TD	TECHNICAL DIRECTOR	<input type="text"/>	<input type="text"/>



Service Area
ENGINEERING
SERVICES &
RELATED
SERVICES

Item Reference
Number:
7112013013

Description (please amend if applicable or provide updates in section B)

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(a) Your Ref	(b) Grade, position or category of personnel	(c) Number of chargeable hours worked in quarter	(d) Standard hourly charge out rate (£)
TT	TECHNICIAN	<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"/> <input type="text"/>



Service Area
ENGINEERING SERVICES & RELATED SERVICES

Item Reference Number:
7112014012

Description (please amend if applicable or provide updates in section B)

ENGINEERING SERVICES - OTHER
PLEASE PROVIDE THE STANDARD HOURLY CHARGE OUT RATES FOR THE GRADES SHOWN ALTHOUGH THESE MAY NOT ALWAYS BE ACHIEVED OR REALISED.

(a) Your Ref	(b) Grade, position or category of personnel	(c) Number of chargeable hours worked in quarter	(d) Standard hourly charge out rate (£)
A	ASSOCIATE	<input type="text"/>	<input type="text"/>
AD	ASSOCIATE DIRECTOR	<input type="text"/>	<input type="text"/>
D	DIRECTOR	<input type="text"/>	<input type="text"/>
E	ENGINEER	<input type="text"/>	<input type="text"/>
G	GRADUATE	<input type="text"/>	<input type="text"/>
GD	DIRECTOR	<input type="text"/>	<input type="text"/>
IT	TRAINEE TECHNICIAN 1	<input type="text"/>	<input type="text"/>
P	PRINCIPAL	<input type="text"/>	<input type="text"/>
PE	PRINCIPAL ENGINEER	<input type="text"/>	<input type="text"/>
PGD	PRINCIPAL	<input type="text"/>	<input type="text"/>
PL	SNR TECHNICIAN	<input type="text"/>	<input type="text"/>
PTD	PRINCIPAL	<input type="text"/>	<input type="text"/>
RE	ENGINEER	<input type="text"/>	<input type="text"/>
SE	SNR ENGINEER	<input type="text"/>	<input type="text"/>
ST	STUDENT	<input type="text"/>	<input type="text"/>
T	TECHNICIAN	<input type="text"/>	<input type="text"/>
TD	DIRECTOR	<input type="text"/>	<input type="text"/>
TT	TECHNICIAN	<input type="text"/>	<input type="text"/>



Service Area
ENGINEERING SERVICES & RELATED SERVICES

Item Reference Number:
7112021006

Description (please amend if applicable or provide updates in section B)

**PROJECT MANAGEMENT SERVICES FOR CONSTRUCTION PROJECTS
PLEASE PROVIDE THE STANDARD HOURLY CHARGE OUT RATES FOR THE GRADES SHOWN ALTHOUGH THESE MAY NOT ALWAYS BE ACHIEVED OR REALISED**

(a) Your Ref	(b) Grade, position or category of personnel	(c) Number of chargeable hours worked in quarter	(d) Standard hourly charge out rate (£)
A	ASSOCIATE	<input type="text"/>	<input type="text"/>
AD	ASSOCIATE DIRECTOR	<input type="text"/>	<input type="text"/>
E	ENGINEER	<input type="text"/>	<input type="text"/>
GD	DIRECTOR	<input type="text"/>	<input type="text"/>
IT	TRAINEE TECHNICIAN 1	<input type="text"/>	<input type="text"/>
P	PRINCIPAL	<input type="text"/>	<input type="text"/>
PGD	PRINCIPAL GROUP DIRECTOR	<input type="text"/>	<input type="text"/>
SE	SNR ENGINEER	<input type="text"/>	<input type="text"/>
T	TECHNICIAN 1	<input type="text"/>	<input type="text"/>
TT	TECHNICIAN	<input type="text"/>	<input type="text"/>



Service Area
ENGINEERING SERVICES & RELATED SERVICES

Item Reference Number:
7112031009

Description (please amend if applicable or provide updates in section B)

GEOLOGICAL, GEOPHYSICAL AND RELATED PROSPECTING AND CONSULTING SERVICES.
PLEASE PROVIDE THE STANDARD HOURLY CHARGE OUT RATES FOR THE GRADES SHOWN ALTHOUGH THESE MAY NOT ALWAYS BE ACHIEVED OR REALISED.

(a) Your Ref	(b) Grade, position or category of personnel	(c) Number of chargeable hours worked in quarter	(d) Standard hourly charge out rate (£)
A	ASSOCIATE	<input type="text"/>	<input type="text"/>
AD	ASSOCIATE DIRECTOR	<input type="text"/>	<input type="text"/>
E	ENGINEER	<input type="text"/>	<input type="text"/>
G	GRADUATE	<input type="text"/>	<input type="text"/>
GD	GROUP DIRECTOR	<input type="text"/>	<input type="text"/>
IT	TRAINEE TECHNICIAN	<input type="text"/>	<input type="text"/>
P	PRINCIPAL	<input type="text"/>	<input type="text"/>
PE	PRINCIPAL ENGINEER	<input type="text"/>	<input type="text"/>
PGD	PRINCIPAL	<input type="text"/>	<input type="text"/>
PL	SENIOR TECHNICIAN	<input type="text"/>	<input type="text"/>
RE	RESEARCH ENGINEER	<input type="text"/>	<input type="text"/>
SE	SNR ENGINEER	<input type="text"/>	<input type="text"/>
T	TECHNICIAN	<input type="text"/>	<input type="text"/>
TD	DIRECTOR	<input type="text"/>	<input type="text"/>



Section B - Additional Information

It is important that we capture any changes to your business that may impact prices or the service offered to ensure price changes are measured on a comparable basis.

Please use this space to provide any relevant additional information about the data that you have supplied, for example:

- changes that are likely to impact productivity such as the introduction of new technology, system changes or training
- revisions to grading structure previously provided
- reasons for any changes in standard hourly rates since the previous period, such as increases in labour costs
- changes to main area / ownership of business
- change to the currency used in your quoted price

(Providing this additional information may eliminate the need for us to contact you later).

Contact Details (please use BLOCK CAPITALS)

Name of person to contact

Position in company

Telephone number Ext

Fax number

Signature Date

