



WAGE & BUSINESS SURVEY QUESTIONNAIRE (Actuals As Of October 1st, 2007)

Company Name _____

Respondent's Name _____

Survey Results should be sent to the following:

Address _____

City _____ Prov. _____ Postal Code _____

Phone (____) _____ Email _____

PART 1: GENERAL QUESTIONS

1. Your Association Affiliation: CTMA/CPMA CMM CPIA
2. Your Geographic Location: Ontario - Toronto Area Other Province
 Ontario - Windsor Area _____
 Ontario - Other *(Please specify)*
3. Do you **purchase** equipment/services or source work from other Association Members? YES NO
4. Is your company a Union Shop? YES NO
5. Amount paid to employees for business use of personal vehicles \$ _____ per km
6. Number of Employees currently employed by your company: _____
7. Number of Tradespersons (*incl. Apprentices*) Aged: ____ < 25 ____ 25 - 54 ____ >54

VACATION AND BENEFIT STATISTICS:

8a) Which of the following is closest to your company's vacation policy? (*✓ all that apply*)

Length of Paid Vacation	Minimum Length of Service Required					
	1 Year	2 Years	3 Years	5 Years	10 Years	Over 10 Years
2 Weeks						
3 Weeks						
4 Weeks						
5+ Weeks						

8b) Which of the following benefits does your company provide? (*✓ all that apply*)

<i>B = Basic Coverage E = Extended</i>	Standard Group Life Insurance	Optional Life Insurance	Medical Plans			Disability Plans <i>Short / Long</i>	Pension Plan / Group RRSP
			Drugs <i>B / E</i>	Dental <i>B / E</i>	Vision <i>B / E</i>		
100% Paid by Co.			/	/	/	/	
80% Paid by Co.			/	/	/	/	
50% Paid by Co.			/	/	/	/	
Paid by Employee			/	/	/	/	
No Coverage			/	/	/	/	

	Personal Protective Safety Equipment			Hand Tools
	Glasses	Boots/Shoes	Coats	
100% Paid by Co.				
80% Paid by Co.				
50% Paid by Co.				
Paid by Employee				
No Coverage				

	Profit Sharing	Personal Days	Sick Days	Bereavement Leave	Jury Duty
Provided (Yes)					
Not Provided (No)					

8c) What is the value of all benefits and special compensation that you pay for your employees, both voluntary and legislated? _____%

*Please express your answer as a percentage of paid wages and salaries for 2007.
For your convenience the following workchart is provided*

WORKCHART FOR QUESTION #8c)		
<i>EXAMPLES OF BENEFITS (Legislated or not) & OTHER SPECIAL COMPENSATION</i>	<i>LEGISLATED MINIMUMS</i>	<i>YOUR COMPANY'S CALCULATION</i>
<i>Employer's Canada Pension Plan Contribution</i>	4.95%	
<i>Employer's Unemployment Insurance Premium</i>	2.6%	
<i>Workplace Safety & Insurance Board Premium</i>	1.78%	
<i>Government Health Plan Contribution</i>	<i>Only applicable if annual payroll exceeds \$400,000.</i>	
<i>Vacation Pay</i>	4.0%	
<i>Statutory Holiday Pay</i>	3.0%	
<i>Health Plan Premiums (optional)</i>	----	
<i>Dental Plan Premium (optional)</i>	----	
<i>Pension Contributions (optional)</i>	----	
<i>Other Benefits not listed above</i>	----	
TOTAL	16.33 % (minimum)	_____ % <i>Enter this number as your answer for 8c) above.</i>

PART 2: HOURLY WAGE SURVEY

1. Average number of hours that your skilled trades worked last year (including overtime): _____ Hrs. per Year
2. How many Shifts per day do you operate? _____ Shifts per Day
3. a) Do you pay a Shift Premium? YES NO
b) If Yes, what is the premium amount per hour? \$_____
4. a) Overtime is paid after ... _____ Hrs./Day OR _____ Hrs./Week
b) Overtime Rates are paid as follows:
Week Days _____ x Regular Rate
Saturday _____ x Regular Rate
Sunday _____ x Regular Rate
c) Is overtime paid to Salaried Supervisors? YES NO
5. Do you currently employ Apprentices? YES NO

***Instructions for completing the Wage & Salary sections
can be found on the next page (page 4).
Please read them carefully.***

INSTRUCTIONS

FOR COMPLETING WAGE RATES & SALARIES

The following information and instructions are provided to assist you in completing Part 2 (Hourly Wage Rates) and Part 3 (Salaries) of this survey.

General:

1. There is a wide variation in job responsibilities according to company size and type of business as well as among geographical locations. Please use your best judgement when completing this survey.
2. Analyze each of your job titles; determine the principal and primary characteristics of each job upon which the wage rate(s) for that job were established. Report all employees whose characteristics match the job title according to wage paid.
3. Please do not report any employees whose job is so unusual or non-standard in the industry as to distort the reporting schedule.
4. Average Hourly Rate is the same as the straight time hourly pay (Base Rate) paid exclusive of premium pay for overtime, weekend work, holidays, shift premiums and incentives. Also, please do not include bonus payments.
5. Average Salary is the base salary paid to the employee. It should not include any bonus payments. If one or more of the job titles listed in the "Salaried Employees" section are paid by your company on an hourly basis, please convert the basic hourly rate to an equivalent annual amount (*see #2 below*).

How To Report on the Matrix:

1. Report the number of employees (as of October 1, 2006) for each job title according to the nearest hourly rate. Omit positions for which your descriptions are not comparable.
2. To convert annual salaries to hourly rates, divide the salary by 52 weeks then divide again by 40 hours/week. To convert hourly rates to salaries, multiply the hourly rate by 2,080 hours.
3. The horizontal lines crossing the vertical job columns are for inserting the number of employees being reported by the hourly or salary rate paid for each position.

EXAMPLE:

If you pay five Journeyman Mouldmakers with 8 years experience over and above their apprenticeship, (*this is the job title in Col. 3*) \$25.00 per hour and two 2nd Year Apprentice Mouldmakers \$15.00 per hour (*this is the job title in Col. 7*)...

... then you would insert the figure "5" in the box that intersects the vertical "Column 3" and the horizontal "Line \$25.00-\$25.99". Then you would insert the figure "2" in the box that intersects the vertical "Column 7" on the horizontal "Line \$15.00-\$15.99".

4. Please **DO NOT** use check marks, x's, tally marks or ditto marks. Be sure to use Arabic numbers (1, 2, 5, 7, etc.) only.

Confidentiality:

1. Data collected from individual companies will be held in strictest confidence. Results will be reported in aggregate format and the names of participating companies will not be published.
2. Individual responses will be destroyed within 90 days of the Results' Report being published.
3. The Results' Report will only be distributed to the member companies that participate in this survey.

PART 2: NUMBER OF HOURLY EMPLOYEES BY JOB TITLE & HOURLY WAGE

JOB TITLE	MOULDMAKERS														TOOL & DIE MAKERS											
	Supervisor/Foreman	Group Leader	Journeyman 8 yrs. + Apprent.	Journeyman 4 yrs. + Apprent.	Journeyman 1 yr. + Apprent.	Apprentice - 1st Year	Apprentice - 2nd Year	Apprentice - 3rd Year	Apprentice - 4th Year	Detailer	Polisher - 4 Years Experience	Quality Inspector	Detailer	Part Developer / Mould Tester	Supervisor/Foreman	Group Leader	Journeyman 8 yrs. + Apprent.	Journeyman 4 yrs. + Apprent.	Journeyman 1 yr. + Apprent.	Apprentice - 1st Year	Purchasing Agent / Outsourcing Mgr.	Apprentice - 3rd Year	Apprentice - 4th Year	Die Assembler	Die Finisher	
HOURLY RATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	
Less than 10.00																										
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41.00 - 41.99																										
42.00+ Over																										
TOTAL EMPLOYEES																										

PART 2: NUMBER OF HOURLY EMPLOYEES BY JOB TITLE & HOURLY WAGE

JOB TITLE	PATTERN & MODEL MAKERS					GENERAL MACHINISTS								
	Supervisor/Foreman/Group Leader	Journeyman	Apprentice - 1st & 2nd Year	Apprentice - 3rd & 4th Year	Patternmakers' Helper	Supervisor/Foreman	Group Leader	Journeyman 8 yrs. + Apprent.	Journeyman 4 yrs. + Apprent.	Journeyman 1 yr. + Apprent.	Apprentice - 1st Year	Apprentice - 2nd Year	Apprentice - 3rd Year	Apprentice - 4th Year
HOURLY RATE	26	27	28	29	30	31	32	33	34	35	36	37	38	39
Less than 10.00														
10.00 - 10.99														
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41.00 - 41.99														
42.00+ Over														
TOTAL EMPLOYEES														

PART 2: NUMBER OF HOURLY EMPLOYEES BY JOB TITLE & HOURLY WAGE

JOB TITLE	MACHINE TOOL BUILDERS							INDUSTRIAL ELECTRICIANS							IN-HOUSE OPERATORS							
	Supervisor/Foreman/Group Leader	Journeyman 8 yrs. + Apprent.	Journeyman 4 yrs. + Apprent.	Journeyman 1 yr. + Apprent.	Apprentice - 1st Year	Apprentice - 2nd Year	Apprentice - 3rd Year	Apprentice - 4th Year	Supervisor/Foreman	Group Leader	Journeyman 8 yrs. + Apprent.	Journeyman 4 yrs. + Apprent.	Journeyman 1 yr. + Apprent.	Apprentice - 1st Year	Apprentice - 2nd Year	Apprentice - 3rd Year	Apprentice - 4th Year	Supervisor/Foreman	Group Leader	Mould Machine Operator	Press Operator	Set-Up Operator
HOURLY RATE	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61
Less than 10.00																						
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41.00 - 41.99																						
42.00+ Over																						
TOTAL EMPLOYEES																						

PART 2: NUMBER OF HOURLY EMPLOYEES BY JOB TITLE & HOURLY WAGE

JOB TITLE	MACHINE SPECIALISTS																
	Duplicator Operator	Boring Mill Operator	Wire EDM Operator	Sink EDM Operator	Surface Grinder Operator	OD & ID Grinder Operator	Jig Grinder/Borer Operator	Blanchard Grinder Operator	Radial Drill Operator	Gun Drill Operator	Saw Operator	Laser / Cutter Operator	CMM Operator	Manual Mill Operator	Manual Lathe Operator	CNC Mill Operator	CNC Lathe Operator
HOURLY RATE	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78
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39.00 - 39.99																	
40.00 - 40.99																	
41.00 - 41.99																	
42.00+ Over																	
TOTAL EMPLOYEES																	

PART 2: NUMBER OF HOURLY EMPLOYEES BY JOB TITLE & HOURLY WAGE

JOB TITLE	GENERAL										
	Field Service Representative	Machine Repair/Maintenance	Welder	Welder / Fitter	Pipe Fitter	Crib Attendant/Stock Keeper	Painter	Shipper / Receiver	Lift Truck Operator	Truck Driver (non-semi)	Sweeper/Janitor
HOURLY RATE	79	80	81	82	83	84	85	86	87	88	89
Less than 10.00											
10.00 - 10.99											
11.00 - 11.99											
12.00 - 12.99											
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40.00 - 40.99											
41.00 - 41.99											
42.00+ Over											
TOTAL EMPLOYEES											

PART 3: NUMBER OF SALARIED EMPLOYEES BY JOB TITLE & SALARY

JOB TITLE	ENGINEERING										QUALITY CONTROL			MANAGEMENT & OFFICE STAFF																	
	CAD/CAM System Manager	CNC/CAD/CAM Programmer/Surfacers	Robot Programmer	Project Engineer	Designer - Moulds	Designer - Tool & Die	Designer - Patterns/Models	Designer - Machines	Designer - Controls	Detailer	Quality Assurance Manager	Quality Inspector	Quality Control Technician	General Manager	Manufacturing/Production Manager	Engineering Manager	Project / Program Manager	Sales Manager	Sales People	Estimator	Purchasing Agent / Outsourcing Mgr.	IT Manager/Administrator	IT Technician	Traffic Manager	Human Resource Manager	Certif. Accountant (in-house)	Bookkeeper/Accounting Clerk	Administration/Clerical	Receptionist		
SALARY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29		
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126 K - 150 K																															
Over 150 K																															
TOTAL EMPLOYEES																															

PART 4: BUSINESS & FINANCIAL SURVEY

1. Which of the following best describes your company's PRIMARY business activity:

(Please check 1 ONLY):

- Machine, Tool, Die, Mould or Job Shop
- Stamping, Production or Plastic Processing
- Distribution, Supplier or Other Services

Please specify _____

2. What is your company's Total Annual Sales:

- | | | |
|--|--|--|
| <input type="checkbox"/> <\$1 million | <input type="checkbox"/> \$1-2 million | <input type="checkbox"/> \$2-5 million |
| <input type="checkbox"/> \$5-10 million | <input type="checkbox"/> \$10-15 million | <input type="checkbox"/> \$15-20 million |
| <input type="checkbox"/> \$20-30 million | <input type="checkbox"/> \$30-40 million | <input type="checkbox"/> >\$40 million |

3. What percentage of your Annual Sales are Exported? _____ %

4. Do you have any joint ventures with companies in other countries? YES NO

5. Do you have cash flow problems as a result of PPAP (Production Part Approval Process) contract terms? YES NO

6. What is the average age of your outstanding Accounts Receivable?

30 days	<input type="checkbox"/>
60 days	<input type="checkbox"/>
90 days	<input type="checkbox"/>
120 days	<input type="checkbox"/>
150+ days	<input type="checkbox"/>

7. Which products and/or services are purchased from suppliers?

	<u>YES</u>	<u>NO</u>	<u>If Yes, % Purchased Offshore</u>
• Complete tools	<input type="checkbox"/>	<input type="checkbox"/>	_____ %
• Parts of tools	<input type="checkbox"/>	<input type="checkbox"/>	_____ %
• Standard parts	<input type="checkbox"/>	<input type="checkbox"/>	_____ %
• Other Products (<i>specify</i>) _____	<input type="checkbox"/>	<input type="checkbox"/>	_____ %
• Grinding services	<input type="checkbox"/>	<input type="checkbox"/>	_____ %
• Milling services	<input type="checkbox"/>	<input type="checkbox"/>	_____ %
• EDM services	<input type="checkbox"/>	<input type="checkbox"/>	_____ %
• Design services	<input type="checkbox"/>	<input type="checkbox"/>	_____ %
• Heat Treating services	<input type="checkbox"/>	<input type="checkbox"/>	_____ %
• Other Services (<i>specify</i>) _____	<input type="checkbox"/>	<input type="checkbox"/>	_____ %

PART 4: Business & Financial Survey (continued)

8. SHOP RATES: Please indicate your average shop charge-out rate per hour for:

- a) Mouldmakers \$ _____
- b) Tool & Die Makers \$ _____
- c) Pattern & Model Makers \$ _____
- d) General Machinists \$ _____
- e) Machine Tool Builders \$ _____
- f) Industrial Electricians \$ _____
- g) CAD/CAM Sub-Contract \$ _____
- h) Machine Specialists \$ _____
- i) Stamping \$ _____
- j) Designing \$ _____
- k) Assembly \$ _____
- l) CMM - Services \$ _____
- m) EDM - Services \$ _____
- n) CAD/CAM-Programming \$ _____
- o) CAD Geometric Modeling \$ _____
- p) CNC 3-Axis Machining Centre \$ _____
- q) CNC 5-Axis Machining Centre \$ _____
- r) CNC High Speed Machining Centre \$ _____
- s) Field Installation & Service Technician \$ _____
- t) Other (please specify) _____ \$ _____

9. ANNUAL SALES: See Term Definitions on page 14.

<u>Cost Of Goods Sold</u> (as a % of Annual Sales)	
Labour	(1) _____ %
Material	(2) _____ %
Sub-Contracts	(3) _____ %
Overhead – Fixed Costs	(4) _____ %
Overhead – Variable Costs	(5) _____ %
<u>Gross Profit Margin</u> * (as a % of Annual Sales)	(6)* _____ %
<u>General Sales & Administration</u> (as a % of Annual Sales)	
Office & Executive Salaries	(7)* _____ %
General Sales & Administration	(8)* _____ %
<u>Profit Before Bonuses & Taxes</u> (as a % of Annual Sales)	(9)* _____ %
TOTAL:	100 %
* Total of lines 1, 2, 3, 4, 5 & 6 must Equal 100%	
Total of lines 7, 8 & 9 must Equal Line 6	

PART 4: Business & Financial Survey (continued)

10. Total Sales Per Employee in Canadian Funds:

Total Sales ÷ Total Employees = \$ _____,000.00

Total Sales = Total value of invoices given to customers during the year (exclusive of taxes and sales returns).

Total Employees = Average number of people employed by the company throughout the year (hourly, salary, administrative) to be taken into consideration; including management, owners as well as apprentices. Part-time employees are to be converted to full time employees.

11. Value Added Sales Per Employee in Canadian Funds:

Total Sales **less** Purchases From Third Parties ÷ Total Employees = \$ _____,000.00

Purchases From Third Parties = All goods and services purchased by the company from other suppliers (i.e., costs of raw materials, standard parts, purchased semi-finished goods, heat, electricity, telephone, fax, postage, computer equipment & services, freight, packaging, advertising, insurance costs, etc.)

12. Total Investments for the Year ÷ Total Sales _____ %

Total Investments = All capital items purchased for investment purposes, according to the balance sheet (i.e., machines, mechanical installations, land, buildings, office equipment, etc.). Leasing expenditures are to be included.

13. Investments in New Machines & Mechanical Installations ÷ Total Sales _____ %

Investments in New Machines & Mechanical Installations = Capital spent for new machines and mechanical installations, including self-made machinery during the year. Leasing expenditures to be included.

14. Liquidity / Quick Ratio (Ratio) _____ : 1

LIQUIDITY: The ability of an asset to be converted into cash quickly and without any price discount.

QUICK RATIO: A measure of a company's liquidity, used to evaluate creditworthiness. Equals quick assets divided by current liabilities. Also called acid-test ratio.

QUICK ASSETS: Cash and other assets which can or will be converted into cash fairly soon, such as accounts receivable and marketable securities; or equivalently, current assets minus inventory. (See page 14 for definitions of Assets and Current Assets.)

CURRENT LIABILITIES: A balance sheet item which equals the sum of all money owed by a company and due within one year. Also called payables or current debt.

**THANK YOU FOR TAKING THE TIME TO COMPLETE THIS SURVEY.
RESULTS WILL BE MAILED TO YOU IN JANUARY 2008.**

**Please return your completed questionnaire by November 15, 2007 to
the office of the association to which your company belongs:**

CTMA / CPMA
140 McGovern Dr., Unit #3
Cambridge, ON N3H 4R7
Tel: (519) 653-7265
Fax: (519) 653-6764

CAMM
c/o St. Clair College
2000 Talbot Rd., W, Box #16
Windsor, ON N9A 6S4
Tel: (519) 255-7863
Fax: (519) 255-9446

CPIA-Mould Makers Council
5915 Airport Rd., Suite 712
Mississauga, ON L4V 1T1
Tel: (905) 678-7405
Fax: (905) 678-0774

TERM DEFINITIONS

LABOUR COSTS: Includes the employer's cost of regular time wages and salaries, overtime, shift premiums, vacation pay, holiday pay, CPP, EI, WSIB and EHT for all employees (including design and engineering staff). It should NOT include office staff and executive salaries.

MATERIAL COSTS: Includes the cost of materials that would be defined as the total laid-down cost of material purchases including acquisition cost, duty, freight, brokerage and applicable foreign exchange. This would NOT include the cost of sub-contractors.

SUB-CONTRACTS COST: Includes the cost of materials and services that have been sub-contracted out to another company or service provider.

OVERHEAD – FIXED COSTS: Includes the cost of building rent/lease/loan, equipment loans, machinery depreciation and plant overhead expenses, etc.

OVERHEAD – VARIABLE COSTS: These costs are quite inclusive and would include things such as supplies (abrasives, fluids, cutting tools, propane, oil, etc.), repairs & maintenance, vehicles (and their related costs such as gas & insurance), small hand tools, safety equipment, utilities (electricity, heat, water), group benefits for employees (dental, prescription, vision, life insurance, disability), etc.

OFFICE & EXECUTIVE SALARIES COST: This would be the cost of administrative personnel (bookkeeper, secretary, receptionist) plus the salaries for the owners of the company. This cost would also include statutory benefits applicable as mentioned beforehand.

GENERAL SALES AND ADMINISTRATION COST: This would be the cost of operating the selling and office functions of the company. This would include salesperson and estimator salaries; commissions; professional fees (accounting, legal, consulting); meals and entertainment; advertising and business promotion; office supplies, telephone, bank charges and operating line interest; memberships; bad debts, etc.

GROSS PROFIT MARGIN: Gross profit margin represents the amount of profit made on work after deducting direct costs (materials, subcontracting and labour) and total overhead items (as discussed above). Gross profit margin is usually referred to as a percentage of sales.

PROFIT BEFORE BONUSES & TAXES: This amount represents the income earned after deducting all expenses (including general sales and administrative) but before paying out any bonuses to owners, managers and staff and before corporate income taxes.

ASSETS: Any item of economic value owned by an individual or corporation, especially that which could be converted to cash. Examples are cash, securities, accounts receivable, inventory, office equipment, a house, a car, other property. On a balance sheet, assets are equal to the sum of liabilities, common stock, preferred stock and retained earnings.

CURRENT ASSETS: A balance sheet item which equals the sum of cash and cash equivalents, accounts receivable, inventory, marketable securities, prepaid expenses, and other assets that could be converted to cash in less than one year. A company's creditors will often be interested in how much that company has in current assets, since these assets can be easily liquidated in case the company goes bankrupt. In addition, current assets are important to most companies as a source of funds for day-to-day operations.