

NPRC's 2018-19 Wage & Benefits Survey Worksheet

Please follow these instructions carefully to receive your FREE COPY of the final study:



We offer two options for completing this popular survey. **Option #1** allows you to complete the worksheet below at your leisure and then when you are completed you can visit our official survey website at:

www.surveyadvantage.com/2019NPRCwages

and re-enter your answers from the worksheet and when finished hit enter. **Option #2** allows you to go directly to the link above and enter your answers directly. The problem with the second option is that you must complete the survey in one sitting (we don't guarantee you can leave the site and return later), plus we cannot guarantee that you can print a copy of your survey prior to submitting it. A completed worksheet is required in the event we must verify your participation and eligibility for your FREE copy.

The deadline for submitting the 2019 Wage & Benefits Survey is Nov. 15, 2018. Firms that submit their survey by the deadline will receive a complete PDF copy of the final study when it is published in Late December. Please note that we can only accept surveys submitted electronically. All information provided is treated with the utmost confidentiality. Please complete this worksheet and then use the link above to visit our on-line electronic survey. Be sure to retain this worksheet for your records and verification purposes, especially in the rare event that your survey form is lost. **REPORT CURRENT WAGE DATA** as of October 2018. Please leave blank sections or questions that do not apply to your firm. This survey is intended to address wages and benefits paid to employees only. It is not intended to address wages/salaries paid to owners.

Section I - Basic Company Data:

1-6. Basic Company Data - Please provide the following information for sorting and other statistical purposes. Confidentiality of all information is absolutely guaranteed by NPRC and QP Consulting, Inc. **(Enter # of FT equivalent employees, including all working owners, spouses & partners; Example, count three PT employees working 20 hrs. per week as = 1.5 FT)*

#1 - 2018 Proj'd Gross Sales	2017 Annual Sales	2016 Annual Sales	#2 - # of Locations	#3 - Total Sq. Ft. (all locations)	#4 - Firm Age?	#5 - Total # of Employees	#6 - State
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

7. Population Basis - Population size of your immediate market area:

- Rural (Less than 25,000)
 Small (25-100 M)
 Medium (100-300 M)
 Large (300-1 million)
 Major (1 Million +)

8. Industry Affiliations: (Please check all that apply.)

- Franchise
 Independent
 In-plant
 Other

9. Franchise Affiliation?

- Allegra/Alliance
 AlphaGraphics
 CPRINT
 Franklins
 Inkwell
 Kwik Kopy
 Minuteman
 PIP
 PostNet
 Sir Speedy
 Other

10. Estimated 2018 Owner's Compensation percent? (Optional but very helpful): Please estimate, as a percent of sales, your projected owner's compensation for 2018. Do not include salary or benefits paid to spouses or partners. Owner's compensation is defined as "all the money that is left over after covering all the expenses of the business, but before paying the owner a salary or providing the owner with any fringe benefits."

Section II – Key Employee Information

If you haven't already done so, please grab your latest payroll data for a recent pay period. Then attempt to assign or match each employee to one of the 24 classifications/descriptions listed below. An employee should work at least 25 hours in the position described to be eligible for listing. If you currently have a vacancy in one of these positions, but you are actively looking to fill that position, then please enter the projected wages/salaries and any bonuses you might pay.

SPECIAL NOTES:

1. *Salaried Position? Check 1. only if this is a salaried position. Otherwise leave blank.*
2. *Please enter hourly wage.*
3. *If this is a salaried position, please enter the gross annual salary paid to this individual, excluding any bonuses that might be paid to this individual.*
4. *If this position is subject to a bonus, please enter the annual amount of that bonus.*
5. *Total years experience in this industry (not just your firm) performing the general functions as described.*
6. *This is the estimated, average number of overtime hours (number of hours greater than 40) worked per average week. For this position/individual. Example: If an employee averages 45 hours each week, then please enter 5, NOT 45!*

1. GENERAL OR OPERATIONS MANAGER - Other than the owner(s), this is the most senior member of your company's management team. Smaller firms may not even have this position. This individual has the experience & skills to completely and totally manage the operation of the company in your absence; He/she deals with both employees and customers and shares or has responsibilities for hiring and firing, pricing, working with customers, job scheduling, production, quality control and other misc. tasks.

Salaried Position? (1)	Hourly Wage (2)	Annual Salary (3)	Annual Bonus*, if any. (4)	Yrs. Experience (5)	Overtime Hrs./Week (6)
<input type="checkbox"/>	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>

***Basis for Bonus:**

- Annual Gross Sales
 Net Corp. Profits
 Gross Profit
 \$\$ Sold
 Other/Combination?

2. PRODUCTION MANAGER - This position, often referred to as assistant general manager, typically involves supervising and managing "back-shop" production. Employee is generally responsible for scheduling, ordering stock, quality control, maintenance and supervising all phases of production. On occasion, he/she may operate some equipment.

Salaried Position? (1)	Hourly Wage (2)	Annual Salary (3)	Annual Bonus*, if any. (4)	Yrs. Experience (5)	Overtime Hrs./Week (6)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

***Basis for Bonus:**

- Annual Gross Sales Net Corp. Profits Gross Profit \$\$ Sold Other/Combination?

3. IN-HOUSE BOOKKEEPER/ACCOUNTANT - This employee is employed FT or PT and performs all of the common tasks associated with general bookkeeping such as handling AR, AP, invoicing, payroll, collections and preparation of financial statements. They may also, on occasion, be asked to prepare special reports, answer phones and assist customers as a backup to CSRs and owners.

Salaried Position? (1)	Hourly Wage (2)	Annual Salary (3)	Annual Bonus*, if any. (4)	Yrs. Experience (5)	Overtime Hrs./Week (6)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

***Basis for Bonus:**

- Annual Gross Sales Net Corp. Profits Gross Profit \$\$ Sold Other/Combination?

4. CUSTOMER SERVICE SUPERVISOR - This is your lead/senior CSR and is primarily in charge of all front-office tasks and responsibilities; He/she may or may not be responsible for production and quality control, however they deal extensively with customers, provide estimates, may assist in accounting tasks, and typically supervises other employees.

Salaried Position? (1)	Hourly Wage (2)	Annual Salary (3)	Annual Bonus*, if any. (4)	Yrs. Experience (5)	Overtime Hrs./Week (6)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

***Basis for Bonus:**

- Annual Gross Sales Net Corp. Profits Gross Profit \$\$ Sold Other/Combination?

5. CUSTOMER SERVICE REP. (CSR) - One of the most common positions found in our industry, this individual deals extensively with customers, prepares quotes and work orders, answers phones, assists in operating various copiers and coordinates with various production departments. This individual may be called upon to fill-in for others and perform other misc. tasks as well, but his/her primary duties are that of a CSR.

Salaried Position? (1)	Hourly Wage (2)	Annual Salary (3)	Annual Bonus*, if any. (4)	Yrs. Experience (5)	Overtime Hrs./Week (6)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

***Basis for Bonus:**

- Annual Gross Sales Net Corp. Profits Gross Profit \$\$ Sold Other/Combination?

6. COMBINATION CSR/DIGITAL PRESS OPERATOR - This position reflects an individual who often splits their time between the normal functions of a customer service representative and the operation of one or more digital printing devices, up to and including even large format devices. This individual is a very talented individual whose talents are most often used "up front" but spends a significant amount of time in production. orders, answers phones, assists in operating various copiers and coordinates with various production departments. This individual may be called upon to fill-in for others and perform other misc. tasks as well.

Salaried Position? (1)	Hourly Wage (2)	Annual Salary (3)	Annual Bonus*, if any. (4)	Yrs. Experience (5)	Overtime Hrs./Week (6)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

***Basis for Bonus:**

- Annual Gross Sales Net Corp. Profits Gross Profit \$\$ Sold Other/Combination?

7. "JACK (JUDY) OF ALL TRADES" - This is a multi-talented individual (certainly not a min. wage employee) frequently found in both small and large companies. They most likely do not supervise others, but they can perform a variety of functions such as a fill-in CSR, preparing estimates, answering phones, running copiers, bindery equipment, mailing equipment and may even be experienced in the sign making business.

Salaried Position? (1)	Hourly Wage (2)	Annual Salary (3)	Annual Bonus*, if any. (4)	Yrs. Experience (5)	Overtime Hrs./Week (6)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

***Basis for Bonus:**

- Annual Gross Sales Net Corp. Profits Gross Profit \$\$ Sold Other/Combination?

8. SR. GRAPHICS, DIGITAL & PRE-PRESS - This person is the company's senior graphic designer and is very experienced in typesetting, illustration, design and layout. This individual sometimes supervises others but may often work alone. The individual is also highly skilled in pre-press including processing files to rips, plate-makers, as well as to digital printers and copiers. They may indeed actually operate the digital presses used in the company.

Salaried Position? (1)	Hourly Wage (2)	Annual Salary (3)	Annual Bonus*, if any. (4)	Yrs. Experience (5)	Overtime Hrs./Week (6)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

***Basis for Bonus:**

- Annual Gross Sales Net Corp. Profits Gross Profit \$\$ Sold Other/Combination?

9. JR. GRAPHICS, DIGITAL & PRE-PRESS - This individual does not supervise others, but is reasonably talented and is responsible for producing, with little or no supervision, a variety of jobs ranging from simple forms and letterheads to brochures and newsletters. The employee has average or above average digital pre-press skills and is capable of handling and sending files to various digital presses and plate-makers. He/she may also operate these devices as well

Salaried Position? (1)	Hourly Wage (2)	Annual Salary (3)	Annual Bonus*, if any. (4)	Yrs. Experience (5)	Overtime Hrs./Week (6)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

***Basis for Bonus:**

- Annual Gross Sales Net Corp. Profits Gross Profit \$\$ Sold Other/Combination?

10. COMBO PRODUCTION GENERALIST - This individual is often found in smaller firms where a single employee working in the "back shop" may perform tasks in 3-4 different production capacities. He or she may run a press, work in bindery, run a digital device and even make deliveries. They can typically fill-in wherever they are needed in the company.

Salaried Position? (1)	Hourly Wage (2)	Annual Salary (3)	Annual Bonus*, if any. (4)	Yrs. Experience (5)	Overtime Hrs./Week (6)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

***Basis for Bonus:**

- Annual Gross Sales Net Corp. Profits Gross Profit \$\$ Sold Other/Combination?

11. SR. DIGITAL PRESS OPERATOR - This employee is found in larger companies that rely on dedicated operators to run digital presses such as Indigos, DI's and iGen's. This person is highly skilled in all facets of digital press operations, including extensive knowledge and familiarity with RIPs and software. This individual is often capable of performing basic service and repairs. This position would most likely exist in a company where digital press production is separate and apart from the graphics department.

Salaried Position? (1)	Hourly Wage (2)	Annual Salary (3)	Annual Bonus*, if any. (4)	Yrs. Experience (5)	Overtime Hrs./Week (6)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

***Basis for Bonus:**

- Annual Gross Sales
 Net Corp. Profits
 Gross Profit
 \$\$ Sold
 Other/Combination?

12. JR. DIGITAL PRESS OPERATOR - This individual is responsible for operating one or more digital presses/copiers on a regular but not necessarily FT basis; This individual lacks the experience of a senior digital press operator, but he/she is more than capable of operating multiple digital devices.

Salaried Position? (1)	Hourly Wage (2)	Annual Salary (3)	Annual Bonus*, if any. (4)	Yrs. Experience (5)	Overtime Hrs./Week (6)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

***Basis for Bonus:**

- Annual Gross Sales
 Net Corp. Profits
 Gross Profit
 \$\$ Sold
 Other/Combination?

13. SR. OFFSET PRESS OPERATOR - This individual is your primary or key press operator. Typically, this person is very experienced and is capable of operating and repairing a wide variety of offset presses. This employee requires little or no supervision and can reliably produce a variety of high quality jobs, including 4C process. They are generally familiar with equipment in other departments and may or may not assist in these departments when asked.

Salaried Position? (1)	Hourly Wage (2)	Annual Salary (3)	Annual Bonus*, if any. (4)	Yrs. Experience (5)	Overtime Hrs./Week (6)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

***Basis for Bonus:**

- Annual Gross Sales
 Net Corp. Profits
 Gross Profit
 \$\$ Sold
 Other/Combination?

14. JR. OFFSET PRESS OPERATOR - This employee possesses average or slightly above average press skills, but lacks the speed, dependability or quality expertise found in the position noted above. The individual is responsible for producing primarily 1-color and 2-color jobs, but does require some supervision and guidance. On occasion, this employee is capable of assisting and working in other departments.

Salaried Position? (1)	Hourly Wage (2)	Annual Salary (3)	Annual Bonus*, if any. (4)	Yrs. Experience (5)	Overtime Hrs./Week (6)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

***Basis for Bonus:**

- Annual Gross Sales Net Corp. Profits Gross Profit \$\$ Sold Other/Combination?

15. SR. BINDERY OPERATOR/MANAGER - This individual is your key or primary bindery employee and is experienced in running a variety of bindery equipment. He/she may supervise others as well in larger companies. This employee is your "go-to" person when it comes to bindery operations. In smaller companies, this person may also assist with other services such as delivery or sign-company functions.

Salaried Position? (1)	Hourly Wage (2)	Annual Salary (3)	Annual Bonus*, if any. (4)	Yrs. Experience (5)	Overtime Hrs./Week (6)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

***Basis for Bonus:**

- Annual Gross Sales Net Corp. Profits Gross Profit \$\$ Sold Other/Combination?

16. JR. BINDERY OPERATOR - This individual performs a variety of bindery tasks and has average to above average skills operating a variety of bindery equipment, but does require some supervision. Individual may also be called upon to work in other departments as well as making deliveries.

Salaried Position? (1)	Hourly Wage (2)	Annual Salary (3)	Annual Bonus*, if any. (4)	Yrs. Experience (5)	Overtime Hrs./Week (6)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

***Basis for Bonus:**

- Annual Gross Sales Net Corp. Profits Gross Profit \$\$ Sold Other/Combination?

17. COMBO BINDERY/DELIVERY - This individual performs dual functions in that they are experienced at many bindery tasks as described above, but may be equally utilized on a regular basis to make deliveries and run other errands as well. (Note if you employ a dedicated delivery person then answer question #23 instead.)

Salaried Position? (1)	Hourly Wage (2)	Annual Salary (3)	Annual Bonus*, if any. (4)	Yrs. Experience (5)	Overtime Hrs./Week (6)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

***Basis for Bonus:**

- Annual Gross Sales Net Corp. Profits Gross Profit \$\$ Sold Other/Combination?

18. HANDWORK SPECIALIST - Although not necessarily a FT position, this individual is often used on call to perform a variety of "hand-work" tasks such as hand or misc. collating, applying labels, sealing, gluing, taping of presentation folders, hand folding, stripping from die-cut sheets. They may also run simple, hand-fed machines such as tab cutters or stick & tape devices.

Salaried Position? (1)	Hourly Wage (2)	Annual Salary (3)	Annual Bonus*, if any. (4)	Yrs. Experience (5)	Overtime Hrs./Week (6)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

***Basis for Bonus:**

- Annual Gross Sales Net Corp. Profits Gross Profit \$\$ Sold Other/Combination?

19. SR. MAILING & DATABASE SPECIALIST - This employee is familiar with all facets of database management as it applies to mailing services. The individual imports mail list(s), checks them for accuracy, repairs lists when necessary, adds postal coding (CASS, DPV), submits lists for "move update" processing, and performs all other special operations as needed. In many situations (one person operations) this individual is also very experienced in "back room" operations and may indeed process entire mailings from start to finish.

Salaried Position? (1)	Hourly Wage (2)	Annual Salary (3)	Annual Bonus*, if any. (4)	Yrs. Experience (5)	Overtime Hrs./Week (6)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

***Basis for Bonus:**

- Annual Gross Sales Net Corp. Profits Gross Profit \$\$ Sold Other/Combination?

20. JR. MAILING DEPT. SPECIALIST - This individual is typically the #2 person in larger mailing operations. He or she is the key mailing equipment operator. While lacking the level of software knowledge noted in the prior position, this person can set-up and operate all equipment required to process mailings. They can prepare and presort files, affix wafer seals, address mailing pieces, and prepare mailings (sort, bundle, tray, sleeve & strap) for delivery to the appropriate bulk mail entry unit.

Salaried Position? (1)	Hourly Wage (2)	Annual Salary (3)	Annual Bonus*, if any. (4)	Yrs. Experience (5)	Overtime Hrs./Week (6)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

***Basis for Bonus:**

- Annual Gross Sales Net Corp. Profits Gross Profit \$\$ Sold Other/Combination?

21. SR. SIGNS & LARGE FORMAT SPECIALIST - This person is found in larger companies typically employing two or more individuals preparing signs, posters, banners, large format and even vehicle wraps. This employee is very familiar with both software and hardware used in the industry, and requires little or no supervision. In larger companies, this individual would supervise other employees in the "sign" department.

Salaried Position? (1)	Hourly Wage (2)	Annual Salary (3)	Annual Bonus*, if any. (4)	Yrs. Experience (5)	Overtime Hrs./Week (6)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

***Basis for Bonus:**

- Annual Gross Sales Net Corp. Profits Gross Profit \$\$ Sold Other/Combination?

22. ASST. SIGNS & LARGE FORMAT SPECIALIST - This employee is found in medium to larger size companies where sign production represents a significant portion (15% or more) of total of sales. This employee is familiar with most equipment and hardware used in the sign industry, and is familiar with various binding, laminating, mounting, and seaming techniques for a variety of banners, posters and signs.

Salaried Position? (1)	Hourly Wage (2)	Annual Salary (3)	Annual Bonus*, if any. (4)	Yrs. Experience (5)	Overtime Hrs./Week (6)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

***Basis for Bonus:**

- Annual Gross Sales Net Corp. Profits Gross Profit \$\$ Sold Other/Combination?

23. DELIVERY PERSON - This employee's primary function is as a dedicated delivery person providing pick-up and delivery services for the company. They also assist with packaging and shipping operations. On occasion, they may also assist in the bindery, mailing and sign departments as needed, but their primary duties are "deliveries" as required.

Salaried Position? (1)	Hourly Wage (2)	Annual Salary (3)	Annual Bonus*, if any. (4)	Yrs. Experience (5)	Overtime Hrs./Week (6)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

***Basis for Bonus:**

- Annual Gross Sales Net Corp. Profits Gross Profit \$\$ Sold Other/Combination?

24. TECHNOLOGY OR IT SPECIALIST - Found primarily in relatively large firms only, this individual's primary tasks and duties are to install, maintain a variety of hardware and software programs as well as to maintain and upgrade software dealing with company web sites, pre-press, estimating programs, back-up software, as well as assist other employees in the proper use of such programs.

Salaried Position? (1)	Hourly Wage (2)	Annual Salary (3)	Annual Bonus*, if any. (4)	Yrs. Experience (5)	Overtime Hrs./Week (6)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

***Basis for Bonus:**

- Annual Gross Sales Net Corp. Profits Gross Profit \$\$ Sold Other/Combination?

Section III: 2018 Compensation Practices for Outside Sales Representatives

This section is for firms employing at least one full-time outside sales representative (excluding owners and partners). If you employ more than one individual for this position, please provide details for your primary, most productive "sales representative." Please give special attention to questions #6 and #7.

1. Basis for Compensation

- Salary/Wage only Straight Commission Salary/Wage Plus Commission
 Salary/Wage Plus Bonus

2. Number of Sales Representatives

Excluding owners or partners, how many FT outside sales reps do you currently employ?

3. Years Experience

How many years of overall printing sales experience does your primary sales representative have?

4. Years With Your Firm?

How many years has this individual been with your firm?

5. Type of Sales Experience - Prior to starting in this position, did your primary sales representative have: (Select only one)

- Printing industry sales experience
 Printing industry experience, but not sales experience
 Sales experience, but not printing experience
 None of the above

6. 2018 Total Compensation - Please enter whole dollars for any of the following compensation categories for 2018 that may apply:

2018 Annual Base Salary
(Estimated):

2018 Hourly Wage
(Estimated):

2018 Commission
(Estimated):

2018 Annual Bonus
(Estimated):

7. Commission Percentages - If you pay a commission in addition to other methods of compensation paid, please enter the average percent commission paid for each of the following types of sales: Enter whole number and decimal if necessary. **Example**, enter 12.5 for 12.5%

Commissions for in-house
Sales

Commissions for new
orders

Commission for Brokered
Sales

Commission for Re-orders

8. Minimum Monthly Sales Plateau? - Do you require your sales rep to reach a minimum monthly sales level/plateau before he/she is eligible to be paid a commission?

- Yes No *(If Yes to Question #8, #9 will appear)*

10. Total Sales Generated - Estimate Total 2018 Sales Credited to your primary/key sales rep:

11. Vary Your Commissions? - Does your current compensation plan vary the commission based upon the type of sale? (i.e. in-house vs. brokered; new orders vs. re-orders?)

- Yes No

12. Standard Commission - Assuming you pay a commission (in addition to base salary/wage) on new sales generated by your sales representative, what is that percent?

13. House Accounts? Do you pay a commission on "house accounts" (This assumes you give your sales rep an existing book of business to service)?

- Yes No *(If Yes to Question #13, #14 will appear)*

15. Expense Reimbursement Do you pay expenses (car allowance, meals, cell phones)?

Yes No

Section IV: Employee Health Benefits

1. Offer Insurance - Do you offer insurance benefits to the following: (If not offered, please skip to Section V.)

All Employees Selected Employees None Offered

2. Government Sponsored Health Insurance - Is your firm currently using or taking advantage of the U.S. Government's Health Insurance Exchange to provide healthcare/insurance benefits to your full-time employees?

Yes No *(If Yes to Question #3, #4 will appear)*

4. Form of Current Health Insurance - If some form of health insurance coverage is provided, what form does it take?

Major Medical Insurance Member of HMO Preferred Provider Organization Other

5. Who Pays? Please indicate who pays for the above health insurance coverage when it comes to Employees and/or their Dependents?

	Employer Pays	Employee Pays	Both Pay	Not Offered
Who pays for employees coverage:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Who pays for dependents coverage:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. Percent of Splits for Employee Coverage - If both Employer and Employee split payments for employee coverage, please indicate Percent paid by each:

Percent of coverage paid by employer:	Percent of coverage paid by employee:	Total
<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>

7. Percent of Splits for Dependent Coverage - If both Employer and Employee split payments for dependent coverage, please indicate Percent paid by each:

Percent of coverage paid by employer:	Percent of coverage paid by employee:	Total
<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>

8. Offer Life Insurance? - Do you offer Life Insurance Coverage for either **Employees OR Dependents**, and if so who pays?

	Employer Pays	Employee Pays	Both Pay	Not Offered
Employee Life Insurance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dependents Life Insurance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. Total Health Insurance Benefits: Using 2018 financial data, please provide as accurately as possible the total dollars that your firm will spend on health insurance benefits on behalf of your employees and their families in 2018? (Exclude expenditures paid on behalf of owners, spouses & partners.) Please DO NOT guess. Provide answers only if you are sure of the data.

Total Healthcare Expenditures Projected for 2018:

Total Healthcare Expenditures Projected as a percent of 2018 Sales:

10. Dropping Healthcare Coverage? How best would you answer the question "Are you considering dropping healthcare insurance coverage for your employees":

- We have already dropped coverage for all employees
- We are definitely considering dropping such coverage
- We are undecided on this issue
- No, we will continue to offer healthcare coverage to our employees

Section V: Other Employee Benefits and Eligibility Requirements:

1. Combined Days Off Each Year - If you group or combine vacation, personal and sick days into a total number of days that an employee is entitled/eligible to be paid for, please indicate how many total days are earned after being employed for the following periods: (If you award these days separately, then skip this question and answer questions #2, #3, #4, and #5.)

1 Year	2 Years	3 Years	4 Years	5 Years	10 Years
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Vacation Days - Days vacation earned after being employed:

1 Year	2 Years	3 Years	4 Years	5 Years	10 Years
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Annual Paid Holidays Days:

Days:

4. Paid Personal Leave:

Days:

5. Company-Paid Sick Leave:

Days:

6. Eligibility Requirements - Please indicate when employees become eligible for the following:

	Upon Hire	After 1 Month	After 3 Months	After 1 Year
Paid Holidays	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Paid Sick Days	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Deferred Benefits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Insurance Benefits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. Who pays for the following benefits? Please indicate who has the responsibility for paying for one or more of the benefits or programs listed:

	Employer Pays	Employee Pays	Both Pay	Not Offered
Profit Sharing Plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Defined Benefit Plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Money Purchase Plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
401K Plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SEP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other Pension Plans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Thank You!

Please pay extra attention to the next question so you can receive your copy of the completed study. After you press submit, you'll be presented with a link so you can retain a copy of your responses!

In order to receive your free PDF copy of the final report, it is critical that you provide the following information. Please avoid ALL CAPS. Please triple-check your entry for your email address. Too many firms end up spending an hour or more to complete and submit this survey, only to make an error in the contact information they provide. Thank you.

Your Name:

Company Name:

Email Address:

Phone Number:

Street Address:

City:

State:

Zip Code:

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