

# 2018 U.S. Office Administrative Services Industry-Industry and Market Report

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## Abstracts

The 2018 U.S. Office Administrative Services Industry-Industry and Market Report, published annually by Barnes Reports, contains timely and accurate industry statistics, forecasts and demographics.

The report features 2018 current and 2019 forecast estimates on the size of the industry (sales, establishments, employment) nationally and for all 50 U.S. States and over 900 metro areas. Other data include financial ratios, number of firms, payroll, industry definition, 5-year historical trends on industry sales, establishments and employment, a breakdown of establishments, sales and employment by employee size of establishment (9 categories), and estimates on up to 10 sub-industries, including financial management for business, business management, office management and administrative management.

This industry comprises establishments primarily engaged in providing a range of day-to-day office administrative services, such as financial planning; billing and recordkeeping; personnel; and physical distribution and logistics for others on a contract or fee basis. These establishments do not provide operating staff to carry out the complete operations of a business.

Barnes Reports' Industry & Market reports are an essential part of any GAP analysis, benchmarking project, SWOT analysis, business plan, risk analysis, or growth-share matrix.

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