

# Office Administrative Services Global Report

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## Abstracts

### OFFICE ADMINISTRATIVE SERVICES GLOBAL PDF REPORT

See descriptive brochure: [here](#)

The Office Administrative Services Global Report gives Market Consumption/Products/Services for 100 countries by each Product by 2 Time series: Historic Past 7 years to Current Year and Forecasts Current Year to Next 7 years.

Whereas the main database for Office Administrative Services covers over 200 countries, this PDF edition usually covers 100 significant countries, including:

Algeria, Argentina, Armenia, Australia, Austria, Azerbaijan, Bahrain, Bangladesh, Belarus, Belgium, Bolivia, Bosnia and Herzegovina, Botswana, Brazil, Bulgaria, Cambodia, Canada, Chile, Colombia, Costa Rica, Croatia, Cuba, Cyprus, Czech Republic, Denmark, Ecuador, Egypt, El Salvador, Estonia, Finland, France, French Guiana, Georgia, Germany, Ghana, Greece, Guyana, Honduras, Hong Kong, Hungary, Iceland, India, Indonesia, Iran, Ireland, Israel, Italy, Jamaica, Japan, Kazakhstan, Kenya, Kuwait, Kyrgyzstan, Laos, Latvia, Lebanon, Lithuania, Luxembourg, Malawi, Malaysia, Mexico, Morocco, New Zealand, Nicaragua, Nigeria, Norway, Pakistan, Panama, Paraguay, Peru, Philippines, Poland, Portugal, Romania, Russia, Saudi Arabia, Serbia and Montenegro, Singapore, Slovakia, Slovenia, South Africa, South Korea, Spain, Sri Lanka, Suriname, Sweden, Switzerland, Taiwan, Tanzania, Thailand, The Netherlands, Tunisia, Turkey, Uganda, Ukraine, United Arab Emirates, United Kingdom, United States, Uruguay, Uzbekistan, Venezuela, Vietnam, Zambia.

In addition to data on individual countries, this report also contains a World Total, and 9 Regional Totals: Canada and the USA, Central America, South America, Europe, Eurasia, Middle East, Africa, Asia, and Oceania.

Office Administrative Services MARKETS DATA - in US\$ by Country by Product/Service by Year: Past 7 years to Current Year to Next 7 years. This data is found in about 200 tables.

## OFFICE ADMINISTRATIVE SERVICES

### 1. Office administrative services

This report is from a Market database which is designed to be compatible with U.S. government databases.

**FINANCIAL DATA** for each Country for each balance sheet item by year: Past 7 years to Current Year to Next 7 years:

### **BALANCE SHEET ITEMS:**

1. Total Sales
2. Pre-tax Profit
3. Interest Paid
4. Non-trading Income
5. Operating Profit
6. Depreciation: Structures
7. Depreciation: Plant and Equipment
8. Depreciation: Miscellaneous Items
9. Total Depreciation
10. Trading Profit
11. Intangible Assets
12. Intermediate Assets
13. Fixed Assets: Structures
14. Fixed Assets: Plant and Equipment
15. Fixed Assets: Miscellaneous Items
16. Fixed Assets
17. Capital Expenditure on Structures
18. Capital Expenditure on Plant and Equipment
19. Capital Expenditure on Vehicles
20. Capital Expenditure on Data Processing Equipment
21. Capital Expenditure on Miscellaneous Items
22. Total Capital Expenditure

23. Retirements: Structures
24. Retirements: Plant and Equipment
25. Retirements: Miscellaneous Items
26. Total Retirements
27. Total Fixed Assets
28. Finished Product Stocks
29. Materials as Stocks
30. Total Stocks/Inventory
31. Debtors
32. Miscellaneous Current Assets
33. Total Current Assets
34. Total Assets
35. Creditors
36. Short Term Loans
37. Miscellaneous Current Liabilities
38. Total Current Liabilities
39. Net Assets/Capital Employed
40. Shareholders' Funds
41. Long Term Loans
42. Miscellaneous Long Term Liabilities
43. Total Employees
44. Raw Materials Cost
45. Finished Materials Cost
46. Fuel Cost
47. Electricity Cost
48. Total Input Supplies/Materials and Energy Costs
49. Payroll Costs
50. Wages
51. Directors' Remunerations
52. Employee Benefits
53. Employee Commissions
54. Total Employees Remunerations
55. Sub-Contractors
56. Rental & Leasing: Structures
57. Rental & Leasing: Plant and Equipment
58. Total Rental & Leasing Costs
59. Maintenance: Structures
60. Maintenance: Plant and Equipment
61. Total Maintenance Costs

62. Services Purchased
63. Communications Costs
64. Miscellaneous Expenses
65. Sales Personnel Variable & Commission Costs
66. Sales Expenses and Costs
67. Sales Materials Costs
68. Total Sales Costs
69. Distribution Fixed Costs
70. Distribution Variable Costs
71. Warehousing Fixed Costs
72. Warehousing Variable Costs
73. Physical Handling Fixed Costs
74. Physical Handling Variable Costs
75. Physical Process Fixed Costs
76. Physical Process Variable Costs
77. Total Distribution and Handling Costs
78. Mailing & Correspondence Costs
79. Media Advertising Costs
80. Advertising Materials & Print Costs
81. POS & Display Costs
82. Exhibition & Events Costs
83. Total Advertising Costs
84. Product Returns & Rejection Costs
85. Product Service & Maintenance Costs
86. Customer Problem Solving & Customer Complaint Costs
87. Total After-Sales Costs
88. Total Marketing Costs
89. New Technology Expenditure
90. New Production Technology Expenditure
91. Total Research and Development Expenditure
92. Total Operational & Process Costs
93. Debtors within Agreed Terms
94. Debtors outside Agreed Terms
95. Un-recoverable Debts

**INDUSTRY DATA** for each Country for each Norm by period  
(Previous/Current/Forecast):

**INDEX:**

1. Supplier or Producer Market Level Prices
2. Distribution Channel Market Level Prices
3. Retail or Added Value Market Level Prices
4. User or Consumer Market Level Prices
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6. Plant & Equipment Average Annual Investment
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25. Plant and Equipment in Use within the range 0-3 years
26. Plant and Equipment in Use within the range 3-6 years
27. Plant and Equipment in Use within the range 6-9 years
28. Plant and Equipment in Use over years 9 old/Unallocated
29. Supplier Concentration = 8 Largest
30. Supplier Concentration = 20 Largest
31. Supplier Concentration = 50 Largest
32. Supplier Concentration = Unspecified/Unallocated
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35. Immediate User or Consumer Customers
36. Immediate Non-Specific Customers/Unallocated
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38. Enterprises within the Range 20-99 Employees

39. Enterprises within the Range 100+ Employees
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  59. User Profile in the AB Social Group
  60. User Profile in the C1 Social Group
  61. User Profile in the C2 Social Group
  62. User Profile in the DE/Unallocated Social Group
- All significant Products covered for over 100 Countries: 429 pages.

This database is updated monthly. An Upgrade to a full database edition is available.

It is extremely difficult presenting hard data in PDF form because of the space restrictions of a PDF page. This PDF Express report is a summary of the main database which contains 10034 spreadsheets and 9727 database tables. In fact the data in this Summary PDF is derived from only 300 of the 10034 datasets, and less than 10% of the data in the selected spreadsheets. For example, the main database provides market data from 1997 to Current Year and Current Year to 2044, however simply by adding the missing years would increase the number of pages fourfold – and make this PDF unmanageable.

After reading this report, if readers find that they need more data than contained in this PDF then there is a simple Upgrade process to purchase the full database edition. In

addition there is a \$500 Coupon in the PDF report which clients can use to get a \$500 reduction on the price of the full database edition.

## **UPGRADE:**

To upgrade to the full Database Edition you can use the coupon to get the upgrade edition you need at a reduced cost.

World Database: Cost \$ 2850, less the Coupon value of \$500.

Regional Database: Cost \$ 1850, less the Coupon value of \$300.

Country + Town Database: Cost \$ 2850, less the Coupon value of \$500.

Country Database: Cost \$ 1250, less the Coupon value of \$300.

## **OFFICE ADMINISTRATIVE SERVICES WORLD REPORT DATABASE EDITION**

The Market for Office Administrative Services in each country by Products & Services. The Office Administrative Services World Report covers:

**TIME SERIES** - Historic: 1997 to Current Year/Current time series: Current Year to next 7 years/Long Term Projection: Current Year to 2044. Consumption given at industry/distribution channel/service or product line level.

**PRODUCTS & MARKETS COVERED:** As above

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PRODUCT CONSUMPTION - in US\$ by Country by Product/Service by Year: 1997 to Current Year, Forecast Current Year to next 7 years, Forecast Current Year to 2044. Market, Financial, Competitive, Market Segmentation, Industry, Critical Parameters, Marketing Costs, Markets, Decision Makers, Performance, Product Launch.

WORLD & NATIONAL REPORT MARKET DATABASE & SPREADSHEETS: 1332 World Database tables & Spreadsheets covering business scenarios. 1435 World Database tables & Spreadsheets covering Markets, Market Forecast, Financial Forecast, Financial Margins, Historic Financial, Historic Costs, Industry Norms for each country. 3816 National Database tables & Spreadsheets covering business scenarios.

FINANCIAL SPREADSHEETS & DATABASES: 188 Balance Sheet, Financial Margins & Ratios for each of 103 Business Scenarios - by Country by Year - Forecast Current Year to next 7 years, Forecast Current Year to 2044.

INDUSTRY SPREADSHEETS & DATABASES: 820 Database tables & Spreadsheets covering Historic Industry Balance Sheet Data, Forecast Industry Financial Data, Industry Profiles & Norms - by Country by Year - Forecast Current Year to next 7 years, Forecast Current Year to 2044.

NATIONAL DATA - by Country by Year. The report is produced on a DVD containing the entire report web and databases, and it is also supplied online as a zipped file. Readers can access & reproduce the information for their own documents or reports. Tables & databases as Access & Excel formats on the DVD to enable readers to produce their own spreadsheet calculations and modelling.

All significant Products covered for over 200 Countries: 2172 pages, 10034 spreadsheets, 9727 database tables, 541 diagrams & maps.



This database is updated monthly. 12 months Full After-Sales Services & Updates available from the publishers.

This database is also available as 9 Regional Reports: Canada and the USA, Central America (31 countries), South America (13 countries), Europe (45 countries), Eurasia (4 countries), Middle East (19 Countries), Africa (54 countries), Asia (48 countries), and Oceania (20 countries).

This database is also available as reports for individual countries, and also reports on Cities and Towns within particular countries.

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### OFFICE ADMINISTRATIVE SERVICES GLOBAL REPORT

The Market for Office Administrative Services in each country by Products & Services.

The Office Administrative Services World Report covers:

#### **TIME SERIES:**

Historic Past 7 years to Current Year - by each year.

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Appendix 1: Regional Report country coverage

Appendix 2: About the After-Sales Service

How to order After-Sales Services

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3. Survey Data

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