

Section 1: Geographic Area(s) Serviced and Type(s) of Delivery Operation

Briefly describe each geographic area serviced by your company. Please use distinct geographical features, such as highway route numbers, or names of communities that act as boundaries. If more space is needed please copy this form and adjust Area Numbers as required.

Area	_____
ID	_____
—	_____

Type(s) of Operation in Area	<input type="checkbox"/> Company Driver(s) on Salary	<input type="checkbox"/> Commission Agent-Agent Owned Cab and Chassis, Company owned tank
	<input type="checkbox"/> Commission Agent-Company Owned Cab and Chassis and Tank	<input type="checkbox"/> Commission Agent-Agent Owned Cab and Chassis and Tank
	<input type="checkbox"/> Reseller Driver(s)	<input type="checkbox"/> Reseller Sub Agent(s)
	<input type="checkbox"/> Other Type Operation (Describe)	

Area	_____
ID	_____
—	_____

Type(s) of Operation in Area	<input type="checkbox"/> Company Driver(s) on Salary	<input type="checkbox"/> Commission Agent-Agent Owned Cab and Chassis, Company owned tank
	<input type="checkbox"/> Commission Agent-Company Owned Cab and Chassis and Tank	<input type="checkbox"/> Commission Agent-Agent Owned Cab and Chassis and Tank
	<input type="checkbox"/> Reseller Driver(s)	<input type="checkbox"/> Reseller Sub Agent(s)
	<input type="checkbox"/> Other Type Operation (Describe)	

Section 2: Volume and delivery information by Area - Page 1

Please complete the following tables for each geographic area as defined in Section 1, amounts in grey are NOT required. All volumes are to be reported in litres. Use a separate sheet for each area.

Area _____

1) Total monthly volumes of furnace oil sold in litres for periods, all customers.

Year	1999	2000	2001	2002	2003	2004	2005
Jan.							
Feb.							
Mar.							
Apr.							
May							
June							
July							
Aug.							
Sept.							
Oct.							
Nov.							
Dec.							
Totals for Period							

Area _____

2) Furnace oil volumes sold by month sold in litres to single households only. (exclude any commercial accounts, apartment buildings and other multi-unit buildings).

Year	1999	2000	2001	2002	2003	2004	2005
Jan.							
Feb.							
Mar.							
Apr.							
May							
June							
July							
Aug.							
Sept.							
Oct.							
Nov.							
Dec.							
Totals for Period							

Section 2: Volume and delivery information by Area - Page 2

Please complete the following tables for each geographic area as defined in Section 1.

Area _____ (Use same for all Areas unless they are widely separated)

3) Annual Heating degree days by month. (Using 18°C as a base)

Year	1999	2000	2001	2002	2003	2004	2005
Jan.							
Feb.							
Mar.							
Apr.							
May							
June							
July							
Aug.							
Sept.							
Oct.							
Nov.							
Dec.							
Totals for Period							

Area _____

4) Average annual furnace oil volume per household in litres.

Year	1999	2000	2001	2002	2003	2004	2005
Jan.							
Feb.							
Mar.							
Apr.							
May							
June							
July							
Aug.							
Sept.							
Oct.							
Nov.							
Dec.							
Totals for Period							

Section 2: Volume and delivery information by Area - Page 3

Please complete the following tables for each geographic area as defined in Section 1.

Area _____

5) Total monthly volumes of **Stove oil** sold in litres for periods, all customers (litres).

Year	1999	2000	2001	2002	2003	2004	2005
Jan							
Feb							
Mar							
Apr							
May							
Jun							
Jul							
Aug							
Sep							
Oct							
Nov							
Dec							
Totals for Period							

6) Total monthly volumes of **Stove oil** sold in litres for periods, household customers only (litres).

Year	1999	2000	2001	2002	2003	2004	2005
Jan							
Feb							
Mar							
Apr							
May							
Jun							
Jul							
Aug							
Sep							
Oct							
Nov							
Dec							
Totals for Period							

7) Number of households using **stove oil** only (Average per year)

Year	1999	2000	2001	2002	2003	2004	2005
Number of Households							

8) Number of households using **stove oil or kerosene** as supplementary heating medium (Average per year)

Year	1999	2000	2001	2002	2003	2004	2005
Number of Households							

Section 2: Volume and delivery information by Area - Page 4

Please complete the following tables for each geographic area as defined in Section 1.

Area _____ **Furnace oil**

9) Average number of households serviced for the year (furnace oil):

1999	2000	2001	2002	2003	2004	2005

10) Average furnace oil volume delivered per household per drop:

1999	2000	2001	2002	2003	2004	2005

11) Average number of households serviced on automatic fill:

1999	2000	2001	2002	2003	2004	2005

12) Average annual volume of furnace oil for household accounts on automatic fill:

1999	2000	2001	2002	2003	2004	2005

13) Percentage or number of households on a 'will-call' drop basis:

1999	2000	2001	2002	2003	2004	2005

14) Average annual volume for household accounts on 'will-call' basis:

1999	2000	2001	2002	2003	2004	2005

15) Average number of full-time tank wagons used each year of the six years (during the heating season):

1999	2000	2001	2002	2003	2004	2005

16) Number of part-time vehicles used each year during each heating season. (Use fractions if applicable):

1999	2000	2001	2002	2003	2004	2005

Section 3: Tank Wagon vehicle operating costs per year - Page 1- Year 1999

Please complete the following tables for each geographic area as defined in Section 1.

Area Number _____ Tank Wagon Operating Expenses (\$/Year)

Year 1999						
Cost Item	Description	Unit Number	Unit Number	Unit Number	Unit Number	Totals all Units
1)	Average Driver wages per vehicle					
2)	Average driver wage overhead and benefits (including workers compensation, CPP and EI premiums, plus any company contributions to other benefits).					
3)	Average helper wages per vehicle					
4)	Average helper wage overhead and benefits					
5)	Average annual maintenance costs per vehicle (excluding tires and fluids)					
6)	Average annual costs per vehicle (tires and fluids)					
7)	Average annual fuel consumed per tank wagon (type)					
8)	Average annual fuel consumed per tank wagon (volume-litres)					
9)	Average fuel cost per vehicle for each year					
10)	Average mileage per vehicle per year					
11)	Average insurance cost per vehicle per year					
12)	Licence cost per tank wagon per year					
13)	Vehicle-mounted meters and computerized equipment (cost per year per vehicle)					
14)	Estimated annual cost of maintaining a spare vehicle for home heat deliveries where applicable					
15)	Tank wagon painting costs prorated on an annual basis					
16)	Annual cost of communication equipment for each truck (i.e. radios and cell phones)					
17)	Annual costs of uniforms and personal protective equipment (i.e. safety glasses, gloves etc.) for drivers					
18)	Estimated annual depreciation per vehicle per year					
19)	Miscellaneous and/ or other costs per vehicle per year					
Other Vehicle Costs-Itemize:						
20)						
21)						
22)						
23)						
	Total expenses by Vehicle					

Section 3: Tank Wagon vehicle operating costs per year - Page 1- Year 2000

Please complete the following tables for each geographic area as defined in Section 1.

Area Number _____ Tank Wagon Operating Expenses (\$/Year)

Year 2000						
Cost Item	Description	Unit Number	Unit Number	Unit Number	Unit Number	Totals all Units
1)	Average Driver wages per vehicle					
2)	Average driver wage overhead and benefits (including workers compensation, CPP and EI premiums, plus any company contributions to other benefits).					
3)	Average helper wages per vehicle					
4)	Average helper wage overhead and benefits					
5)	Average annual maintenance costs per vehicle (excluding tires and fluids)					
6)	Average annual costs per vehicle (tires and fluids)					
7)	Average annual fuel consumed per tank wagon (type)					
8)	Average annual fuel consumed per tank wagon (volume-litres)					
9)	Average fuel cost per vehicle for each year					
10)	Average mileage per vehicle per year					
11)	Average insurance cost per vehicle per year					
12)	Licence cost per tank wagon per year					
13)	Vehicle-mounted meters and computerized equipment (cost per year per vehicle)					
14)	Estimated annual cost of maintaining a spare vehicle for home heat deliveries where applicable					
15)	Tank wagon painting costs prorated on an annual basis					
16)	Annual cost of communication equipment for each truck (i.e. radios and cell phones)					
17)	Annual costs of uniforms and personal protective equipment (i.e. safety glasses, gloves etc.) for drivers					
18)	Estimated annual depreciation per vehicle per year					
19)	Miscellaneous and/ or other costs per vehicle per year					
Other Vehicle Costs-Itemize:						
20)						
21)						
22)						
23)						
Total expenses by Vehicle						

Section 3: Tank Wagon vehicle operating costs per year - Page 1- Year 2001

Please complete the following tables for each geographic area as defined in Section 1.

Area Number _____ Tank Wagon Operating Expenses (\$/Year)

Year 2001						
Cost Item	Description	Unit Number	Unit Number	Unit Number	Unit Number	Totals all Units
1)	Average Driver wages per vehicle					
2)	Average driver wage overhead and benefits (including workers compensation, CPP and EI premiums, plus any company contributions to other benefits).					
3)	Average helper wages per vehicle					
4)	Average helper wage overhead and benefits					
5)	Average annual maintenance costs per vehicle (excluding tires and fluids)					
6)	Average annual costs per vehicle (tires and fluids)					
7)	Average annual fuel consumed per tank wagon (type)					
8)	Average annual fuel consumed per tank wagon (volume-litres)					
9)	Average fuel cost per vehicle for each year					
10)	Average mileage per vehicle per year					
11)	Average insurance cost per vehicle per year					
12)	Licence cost per tank wagon per year					
13)	Vehicle-mounted meters and computerized equipment (cost per year per vehicle)					
14)	Estimated annual cost of maintaining a spare vehicle for home heat deliveries where applicable					
15)	Tank wagon painting costs prorated on an annual basis					
16)	Annual cost of communication equipment for each truck (i.e. radios and cell phones)					
17)	Annual costs of uniforms and personal protective equipment (i.e. safety glasses, gloves etc.) for drivers					
18)	Estimated annual depreciation per vehicle per year					
19)	Miscellaneous and/ or other costs per vehicle per year					
Other Vehicle Costs-Itemize:						
20)						
21)						
22)						
23)						
	Total expenses by Vehicle					

Section 3: Tank Wagon vehicle operating costs per year - Page 1- Year 2002

Please complete the following tables for each geographic area as defined in Section 1.

Area Number _____ Tank Wagon Operating Expenses (\$/Year)

Year 2002						
Cost Item	Description	Unit Number	Unit Number	Unit Number	Unit Number	Totals all Units
1)	Average Driver wages per vehicle					
2)	Average driver wage overhead and benefits (including workers compensation, CPP and EI premiums, plus any company contributions to other benefits).					
3)	Average helper wages per vehicle					
4)	Average helper wage overhead and benefits					
5)	Average annual maintenance costs per vehicle (excluding tires and fluids)					
6)	Average annual costs per vehicle (tires and fluids)					
7)	Average annual fuel consumed per tank wagon (type)					
8)	Average annual fuel consumed per tank wagon (volume-litres)					
9)	Average fuel cost per vehicle for each year					
10)	Average mileage per vehicle per year					
11)	Average insurance cost per vehicle per year					
12)	Licence cost per tank wagon per year					
13)	Vehicle-mounted meters and computerized equipment (cost per year per vehicle)					
14)	Estimated annual cost of maintaining a spare vehicle for home heat deliveries where applicable					
15)	Tank wagon painting costs prorated on an annual basis					
16)	Annual cost of communication equipment for each truck (i.e. radios and cell phones)					
17)	Annual costs of uniforms and personal protective equipment (i.e. safety glasses, gloves etc.) for drivers					
18)	Estimated annual depreciation per vehicle per year					
19)	Miscellaneous and/ or other costs per vehicle per year					
Other Vehicle Costs-Itemize:						
20)						
21)						
22)						
23)						
	Total expenses by Vehicle					

Section 3: Tank Wagon vehicle operating costs per year - Page 1- Year 2003

Please complete the following tables for each geographic area as defined in Section 1.

Area Number _____ Tank Wagon Operating Expenses (\$/Year)

Year 2003						
Cost Item	Description	Unit Number	Unit Number	Unit Number	Unit Number	Totals all Units
1)	Average Driver wages per vehicle					
2)	Average driver wage overhead and benefits (including workers compensation, CPP and EI premiums, plus any company contributions to other benefits).					
3)	Average helper wages per vehicle					
4)	Average helper wage overhead and benefits					
5)	Average annual maintenance costs per vehicle (excluding tires and fluids)					
6)	Average annual costs per vehicle (tires and fluids)					
7)	Average annual fuel consumed per tank wagon (type)					
8)	Average annual fuel consumed per tank wagon (volume-litres)					
9)	Average fuel cost per vehicle for each year					
10)	Average mileage per vehicle per year					
11)	Average insurance cost per vehicle per year					
12)	Licence cost per tank wagon per year					
13)	Vehicle-mounted meters and computerized equipment (cost per year per vehicle)					
14)	Estimated annual cost of maintaining a spare vehicle for home heat deliveries where applicable					
15)	Tank wagon painting costs prorated on an annual basis					
16)	Annual cost of communication equipment for each truck (i.e. radios and cell phones)					
17)	Annual costs of uniforms and personal protective equipment (i.e. safety glasses, gloves etc.) for drivers					
18)	Estimated annual depreciation per vehicle per year					
19)	Miscellaneous and/ or other costs per vehicle per year					
Other Vehicle Costs-Itemize:						
20)						
21)						
22)						
23)						
	Total expenses by Vehicle					

Section 3: Tank Wagon vehicle operating costs per year - Page 1- Year 2004

Please complete the following tables for each geographic area as defined in Section 1.

Area Number _____ Tank Wagon Operating Expenses (\$/Year)

Year 2004						
Cost Item	Description	Unit Number	Unit Number	Unit Number	Unit Number	Totals all Units
1)	Average Driver wages per vehicle					
2)	Average driver wage overhead and benefits (including workers compensation, CPP and EI premiums, plus any company contributions to other benefits).					
3)	Average helper wages per vehicle					
4)	Average helper wage overhead and benefits					
5)	Average annual maintenance costs per vehicle (excluding tires and fluids)					
6)	Average annual costs per vehicle (tires and fluids)					
7)	Average annual fuel consumed per tank wagon (type)					
8)	Average annual fuel consumed per tank wagon (volume-litres)					
9)	Average fuel cost per vehicle for each year					
10)	Average mileage per vehicle per year					
11)	Average insurance cost per vehicle per year					
12)	Licence cost per tank wagon per year					
13)	Vehicle-mounted meters and computerized equipment (cost per year per vehicle)					
14)	Estimated annual cost of maintaining a spare vehicle for home heat deliveries where applicable					
15)	Tank wagon painting costs prorated on an annual basis					
16)	Annual cost of communication equipment for each truck (i.e. radios and cell phones)					
17)	Annual costs of uniforms and personal protective equipment (i.e. safety glasses, gloves etc.) for drivers					
18)	Estimated annual depreciation per vehicle per year					
19)	Miscellaneous and/ or other costs per vehicle per year					
Other Vehicle Costs-Itemize:						
20)						
21)						
22)						
23)						
	Total expenses by Vehicle					

Section 3: Tank Wagon vehicle operating costs per year - Page 1- Year 2005

Please complete the following tables for each geographic area as defined in Section 1.

Area Number _____ Tank Wagon Operating Expenses (\$/Year)

Year 2005						
Cost Item	Description	Unit Number	Unit Number	Unit Number	Unit Number	Totals all Units
1)	Average Driver wages per vehicle					
2)	Average driver wage overhead and benefits (including workers compensation, CPP and EI premiums, plus any company contributions to other benefits).					
3)	Average helper wages per vehicle					
4)	Average helper wage overhead and benefits					
5)	Average annual maintenance costs per vehicle (excluding tires and fluids)					
6)	Average annual costs per vehicle (tires and fluids)					
7)	Average annual fuel consumed per tank wagon (type)					
8)	Average annual fuel consumed per tank wagon (volume-litres)					
9)	Average fuel cost per vehicle for each year					
10)	Average mileage per vehicle per year					
11)	Average insurance cost per vehicle per year					
12)	Licence cost per tank wagon per year					
13)	Vehicle-mounted meters and computerized equipment (cost per year per vehicle)					
14)	Estimated annual cost of maintaining a spare vehicle for home heat deliveries where applicable					
15)	Tank wagon painting costs prorated on an annual basis					
16)	Annual cost of communication equipment for each truck (i.e. radios and cell phones)					
17)	Annual costs of uniforms and personal protective equipment (i.e. safety glasses, gloves etc.) for drivers					
18)	Estimated annual depreciation per vehicle per year					
19)	Miscellaneous and/ or other costs per vehicle per year					
Other Vehicle Costs-Itemize:						
20)						
21)						
22)						
23)						
	Total expenses by Vehicle					

Section 4: Office support and Other Costs for Home Heat Delivery Operations - Page 1

Please complete the following tables for each geographic area as defined in Section 1.

Area Number _____

Office Support and Other Expenses (\$/Year)

Cost Item	Description	1999	2000	2001	2002
1)	Number of permanent office staff employed				
2)	Number of extra office staff employed during the heating season				
3)	Number of household customers paying on account				
4)	Percentage of household customers paying on account				
5)	Percentage of office staff time dedicated to household heating fuel sale and deliveries (exclude staff time associated with burner service or other activities)				
6)	Average number of household accounts per dedicated office staff person				
7)	Percentage of managers' / supervisors' time taken by household accounts versus other type of accounts or activities				
8)	Annual workers compensation premium rates for all office staff				
9)	Annual workers compensation dollar amounts for all office staff				
10)	Annual rent or office space cost per year and estimated percentage reasonably allocated for home heating fuel accounts only				
11)	Office expenses (rent, insurance, depreciation) used for furniture, computers, printers, copiers, fax machines and estimated percentage reasonably allocated for home heat accounts only				
12)	Office expenses including heat, light, machine maintenance, insurance, etc. and estimated percentage reasonably allocated for home heating accounts only				
13)	Other office expenses and consumables including paper, delivery tickets, etc. and estimated percentage reasonably allocated for home heat accounts only				
14)	Other administrative costs and estimated percentage reasonably allocated for home heat accounts only (i.e: employee training, head office allocations, etc.)				
15)	Interest and bank service costs and estimated percentage reasonably allocated for home heat accounts only				
16)	Administration costs incurred to comply with the Heating Oil Storage Tank Systems regulations				
17)	Annual costs incurred for environmental protection measures and expenses)incurred particularly because of regulatory decree. (Includes costs of disposing of waste oil)				
18)	Estimated annual inventory carrying costs where applicable (provide details- Use separate sheet)				
19)	Other Costs(Identify)				
20)	Other Costs(Identify)				
	Estimated Totals for Year				

Section 4: Office support and Other Costs for Home Heat Delivery Operations - Page 2

Please complete the following tables for each geographic area as defined in Section 1.

Area Number _____

Office Support and Other Expenses (\$/Year)

Cost Item	Description	2003	2004	2005	2006 (est)
1)	Number of permanent office staff employed				
2)	Number of extra office staff employed during the heating season				
3)	Number of household customers paying on account				
4)	Percentage of household customers paying on account				
5)	Percentage of office staff time dedicated to household heating fuel sale and deliveries (exclude staff time associated with burner service or other activities)				
6)	Average number of household accounts per dedicated office staff person				
7)	Percentage of managers' / supervisors' time taken by household accounts versus other type of accounts or activities				
8)	Annual workers compensation premium rates for all office staff				
9)	Annual workers compensation dollar amounts for all office staff				
10)	Annual rent or office space cost per year and estimated percentage reasonably allocated for home heating fuel accounts only				
11)	Office expenses (rent, insurance, depreciation) used for furniture, computers, printers, copiers, fax machines and estimated percentage reasonably allocated for home heat accounts only				
12)	Office expenses including heat, light, machine maintenance, insurance, etc. and estimated percentage reasonably allocated for home heating accounts only				
13)	Other office expenses and consumables including paper, delivery tickets, etc. and estimated percentage reasonably allocated for home heat accounts only				
14)	Other administrative costs and estimated percentage reasonably allocated for home heat accounts only (i.e: employee training, head office allocations, etc.)				
15)	Interest and bank service costs and estimated percentage reasonably allocated for home heat accounts only				
16)	Administration costs incurred to comply with the Heating Oil Storage Tank Systems Regulations				
17)	Annual costs incurred for environmental protection measures and expenses)incurred particularly because of regulatory decree. (Includes costs of disposing of waste oil)				
18)	Estimated annual inventory carrying costs where applicable (provide details- Use separate sheet)				
19)	Other Costs(Identify)				
20)	Other Costs(Identify)				
	Estimated Totals for Year				