

Questionnaire 4604 – recommendations and explanations

1. Development and assessment

- **Changes in activity in the past three months (question 10):** describe any change in the trend of the business activities you have carried out over the last three months.
- **Assessment of changes in business activity (question 21):** evaluate recent changes in the business activities carried out by your office. Reason according to what is usually happening at this time of the year and thus assess whether you find recent developments more favourable than usual, normal or worse than usual.
- **Evolution of your office's operating profits over the past three months (question 14):** express here your opinion about any changes in your office's operating profits and general financial situation in the past three months.
- **Staff (question 12):** all workers employed, whether or not they work on a self-employed basis. The introduction of partial unemployment is to be regarded as a staff reduction. Changing a part-time employee over to a full-time job should be regarded as an increase in employment.

2. Obstacles and activity rate

Indicate the main causes that are currently restricting your business activity. Financial obstacles relate to both investment loans and financial liquidity. If there are no obstacles, please tick "none" (**questions 24-29**).

If you can further boost your business activities with your current means, please state an estimate in percentage of the increase, starting from your present level of business activity (**question 49**). For instance: if you can raise your business activity by half on the basis of your current means, then your answer to question 49 is: 50 %. If you could double your present business activities, then you should answer 100 %.

3. Forecasts for the next three months

- **Forecasts for activity/turnover, staff and prices (questions 31, 32, 33):** describe the expected trends in business activity/turnover, staff and prices for the next three months, excluding any purely seasonal increases or decreases.
- **General demand in the building industry (question 34):** give your projections for general market demand for new assignments in the construction sector.

4. Number of hours worked

In order to give each architects' office an accurate "weighting" in the estimate, you are asked to give the total number of hours worked over the last month for respectively residential housing and non-residential building projects.