

Questionnaire -- CONFIDENTIAL

Section 1. Background Information

Company headquarters description (please select one)

- Corporate headquarters
- Regional administrative headquarters

Please provide the total number of employees at this location:

Is the new headquarters anticipated to change in total size? (please select one)

- Enlarge By what percentage? _____
- Stay the same
- Decrease By what percentage? _____

Per job category, please describe the present distribution of employees (census)

	<u># of empl.</u>
1. Upper Management/other: <i>(if other, please describe)</i>	_____
2. Lower Management/other: <i>(if other, please describe)</i>	_____
3. Professional/technical/other: <i>(if other, please describe)</i>	_____
4. Sales/marketing/other: <i>(if other, please describe)</i>	_____
5. Clerical/administrative/other: <i>(if other, please describe)</i>	_____
6. Other: <i>(if other, please describe)</i>	_____
7. Other: <i>(if other, please describe)</i>	_____
8. Other: <i>(if other, please describe)</i>	_____
9. Other: <i>(if other, please describe)</i>	_____
10. Other: <i>(if other, please describe)</i>	_____
11. Other: <i>(if other, please describe)</i>	_____
12. Other: <i>(if other, please describe)</i>	_____

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From the preceding section, please describe the number of Transferees from the present facility to the new location:

	<u>Transferees</u>
1. Upper Management/other	_____
2. Lower Management/other:	_____
3. Professional/technical/other:	_____
4. Sales/marketing/other:	_____
5. Clerical/administrative/other:	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____

From the preceding sections, please describe the number of new hires anticipated in the employee census as well as the range of salaries:

		Salary ranges \$		
	<u># of new Hires</u>	<u>Starting</u>	<u>Midpoint</u>	<u>Maximum</u>
1. Upper Management/other	_____	_____	_____	_____
2. Lower Management/other:	_____	_____	_____	_____
3. Professional/technical/other:	_____	_____	_____	_____
4. Sales/marketing/other:	_____	_____	_____	_____
5. Clerical/administrative/other:	_____	_____	_____	_____
6. _____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____
9. _____	_____	_____	_____	_____
10. _____	_____	_____	_____	_____
11. _____	_____	_____	_____	_____
12. _____	_____	_____	_____	_____

From preceding section, please describe the Selectivity ratio (number of applicants to new hires) and the annual Turnover rate (number of new hires to total employment) for the new hires anticipated in the employee census:

	<u>Selectivity ratio</u>	<u>Turnover rate</u>
1. Upper Management/other	_____	_____
2. Lower Management/other:	_____	_____
3. Professional/technical/other:	_____	_____
4. Sales/marketing/other:	_____	_____
5. Clerical/administrative/other:	_____	_____

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	<u>Selectivity ratio</u>	<u>Turnover rate</u>
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____

Are any salaries fixed by contract or are they variable per the new location?

Yes (if no, don't check)

- Upper Management/other
- Lower Management/other:
- Professional/technical/other:
- Sales/marketing/other:
- Clerical/administrative/other:
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Does the company provide formal and/or on-the job training for new hires?

- Formal training
- On-the-job training

Can the company utilize public vocational training facilities?

- Yes
- No

Should the corporate tax rate at the new location be lower than that of the present location?

- Yes
- No (the corporate tax rate is not that important)

Are states with no personal income tax a major consideration?

- Yes
- No

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Section 2 – Geographic Variables

Is there a region of the US more desirable than another?

(please rank in order of preference, 1 being most important, 5 being least)

Rank

Northeast _____
Midwest _____
Southeast _____
Southwest _____
West _____

Are time zones critical to the location decision?

- Yes, if so which time zones? _____
- No

Are there climatic or environmental concerns related to the headquarters location decision?

(please check as many as apply)

- Low incidence of hurricanes or tornados
- Low risk of earthquakes
- Average rainfall
- Average snowfall
- Moderate temperature ranges
- Moderate humidity levels
- Average sunny days
- Average wind speeds
- Other _____

Are any quality-of-life or other amenities associated with the headquarters relocation?

(please check as many as apply)

- Mountains
- Seashore
- Deserts
- Lakes
- Vibrant urban environments
- Diverse recreational opportunities
- Other _____

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Is there a cost-of-living threshold that the company is seeking in comparison to the present location?

- 10% lower
- 20% lower
- 30% lower
- More
- Does not matter

For executive transferees, what is the equivalent housing allowance?

- _____
- The company will determine this later
- There will be no allowance

What transportation requirements does the company have?

(please check as many as apply)

- Major hub airport
- Seaport
- Intermodal freight
- Commuter rail
- Other _____

What educational requirements does the company have?

(please check as many as apply)

- Proximity to top rated colleges and universities
- Proximity to vocational training facilities
- Other _____
- Other _____

Are there any special electrical power requirements for the HQ location?

(please describe): _____

Are there any special telecommunications requirements for the HQ location?

(please describe): _____

Does the headquarters require physical proximity to any of the other company assets?

- Yes (if yes, how many miles or travel hours?) _____
- No

Are any particular competitor(s) to be avoided in consideration of the headquarters location?

- Yes (if yes, how many miles or travel hours?) _____
- No

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What areas are already being considered by the company as potential locations for the new headquarters?

If offered, what incentives is the company seeking?

(please check as many as apply)

- Financing
- Tax credits
- Investment credits
- Training
- Equipment purchase
- Other (please explain) _____

Section 3 – New headquarters specifications

Indicate anticipated start-up date for new headquarters:

What is the present size of the existing facility in square feet?

What is the anticipated size of the new facility in square feet?

Does the company currently rent or own the present facility?

- Rent (list present annual rental rate – gross, net or triple net?)
 - Gross annual rent /sf _____
 - Net annual rent /sf _____
 - Triple net annualrent /sf _____

- Own
 - Mortgage cost _____
 - Property taxes cost _____
 - Insurance cost _____
 - Maintenance costs _____
 - Other costs _____

Does the company plan to rent, build, or purchase new facilities?

- Rent
- Build
- Purchase

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What is the present annual commercial electricity rate per Kwh?

What other fuels are utilized in the total energy usage?

- Heating oil
- Natural gas
- Propane
- Other _____

Please rate the following by their level of importance (1 is highest importance, 5 is lowest)

- _____ Payroll costs differential
- _____ Rent or operating costs differential
- _____ Commercial electricity rates differential
- _____ Total energy consumption differential
- _____ Alternative energy generation potential
- _____ Air travel accessibility and performance
- _____ Incentives offered