



Please read the notes on page 2 to assist you in completing this form

Name	<input type="text"/>		
Organisation	<input type="text"/>		
	<input type="text"/>		
Job title	<input type="text"/>		
	<input type="text"/>		
Organisation address	<input type="text"/>		
Postcode	<input type="text"/>	Telephone number	<input type="text"/>
E-mail address	<input type="text"/>		

Date required	<input type="text"/>
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Variables required	A	<input type="text"/>
	B	<input type="text"/>
	C	<input type="text"/>
	D	<input type="text"/>
	E	<input type="text"/>
Variable specification	<input type="text"/>	

Table population required	<input type="text"/>
Area level required	<input type="text"/>

Are you working on behalf of a	Government department	<input type="checkbox"/>	International body	<input type="checkbox"/>
	Local Authority	<input type="checkbox"/>	Other	<input type="checkbox"/>

Please return this form in one of the following ways:

1) If you have Adobe **Acrobat Reader**, print the form, complete by hand (please print clearly) and return via fax to 01633 652981 (electronic fax)

2) If you have Adobe **Acrobat**, click in the fields above to complete details and select the products and formats required, then save the file (by selecting File, Save As) and return as an e-mail attachment to census.customerservices@ons.gov.uk

Guidance notes

Please read the following information before submitting your commissioned table request. Links included in the notes provide access to some relevant sources for further information.

Details about commissioned output from the 2001 Census, including help on how to order commissioned output, can be found on the National Statistics website at www.statistics.gov.uk/census2001/commissioned.asp

Before requesting new commissions you are advised to check that the information you need is not contained in either the standard results or any previously commissioned tables. Two Excel files - the standard area statistics table finder at www.statistics.gov.uk/census2001/downloads/stand_out_tab_finder.xls and the commissioned output table finder at www.statistics.gov.uk/census2001/downloads/com_tab_finder.xls can help with this. All tables listed in these files are freely available on request from Census Customer Services.

Date required

Providing a specific date will help us to prioritise your application. However, we are unable to guarantee to meet this date.

Customers who require multiple tables are asked to provide the following information for each table as an attachment to be supplied at the same time as this order form.

Variables required

A listing and definition of all Census variables is available in the Census output classifications (chapter 6 in the Census 2001: Definitions volume) at www.statistics.gov.uk/statbase/Product.asp?vlnk=12951. Please list each variable you require.

Some of the more detailed variables require additional specification to define preferences i.e. a user who wishes a table to contain the ethnic group variable should define whether they wish the developer to use the 5 high level categories, the standard 16 categories or the most detailed 'write in' answers.

Table population required

You should define the base population you want for each table i.e. All people, All people in households, All people aged 16 – 74 etc.

Listings of all 2001 Census table populations are included in the standard and commissioned output table finders, accessible through the links provided above.

Area level required

For example: County, Local Authority, Ward etc.

A listing and definition of all standard geographies is available in the ONS's Beginner's Guide to Geography on the National Statistics website at www.statistics.gov.uk/geography/beginners_guide.asp

For non standard geography, please provide an additional e-mail/attachment with exact details of the Output Areas or Wards that fit into the geography you require.

Important information on disclosure

Please note all requests are subject to disclosure control. We may be unable to fulfil your request if the data is too disclosive.

Charges

Charges are made to recover the costs of developing, and, where applicable, the material cost of supplying commissioned output. A relatively simple table of say, three variables, using standard classifications, and for a standard geography, can be expected to attract the minimum charge of £150 +VAT. Additional charges of £50+VAT per half day may be added depending on the complexity of the table. Most commissioned tables fall into the minimum charge category. There is also a charge for saving files to CD (£4+VAT) and DVD (£6+VAT). If file sizes exceed the limit allowed via email, then as a matter of course the file(s) will be saved to CD or DVD and the charges will apply.

A definitive cost will not be provided until a final table specification has been agreed and any estimates provided by Census Customer Services on receipt of the request will be indicative only. However, ONS will not produce any table (and incur costs) until the final specification and definitive cost has been agreed by the customer in writing.

Cancellation of the order at any time will render the customer liable for costs incurred to the time of cancellation.

Methods of payment

Once your table has been produced, a Conditions of Supply stating the final agreed cost will be sent to you for agreement. Payment can be made by credit card, cheque or direct invoice and is required prior to despatch of all commissioned output.