



## Annual Purchases Survey 2025

**Please do not discard this important document - your response is legally required**

00235 46690  
THE SECRETARY  
VIAMED LTD  
VIAMED  
15 STATION ROAD  
CROSS HILLS  
KEIGHLEY  
WEST YORKSHIRE  
BD20 7DT

Please write any changes to your name and address in the box below, using black ink

**To be completed for:** VIAMED

**Please complete and return by 27 April 2026 or within 2 months of your business year end (see Section A overleaf)**

Dear respondent,

Please find the 2025 questionnaire for the Annual Purchases Survey attached. If actual figures are not available, please provide informed estimates.

The aim of this survey is to collect information regarding expenditure on energy, services, goods and materials that are used up or transformed by your business. Your data helps identify the purchasing patterns of businesses to inform UK Government policy. The information also contributes to the UK National Accounts and gross domestic product (GDP).

If you do not complete and return this questionnaire, penalties may be incurred (under section 4 of the Statistics of Trade Act 1947). All the information you provide is kept strictly confidential. It is illegal for us to reveal your data, or identify your business, to unauthorised persons.

You can request a PDF version of the questionnaire if you wish:

1. Visit [www.ons.gov.uk/businesssurveyrequest](http://www.ons.gov.uk/businesssurveyrequest) and fill in your details
2. Wait up to 48 hours for your email to arrive. **Then complete your questionnaire**
3. Email to [pdf@ons.gov.uk](mailto:pdf@ons.gov.uk) including either the survey code **010** or **Annual Purchases Survey** in the email subject

Thank you in advance for your co-operation

Office for National Statistics

### Questionnaire return details

**To return via post:** Please use the prepaid envelope provided which is addressed to:  
Office for National Statistics, Government Buildings, Cardiff Road, Newport, NP10 8XG

### Contact numbers

To complete the questionnaire in Euros

0300 1231 217

For any other queries, please contact the **Purchases Survey Team**  
or go to [www.ons.gov.uk/surveys](http://www.ons.gov.uk/surveys)

**0300 1231 217**

### When contacting the office you may be asked for the following information

**Survey code:** 010

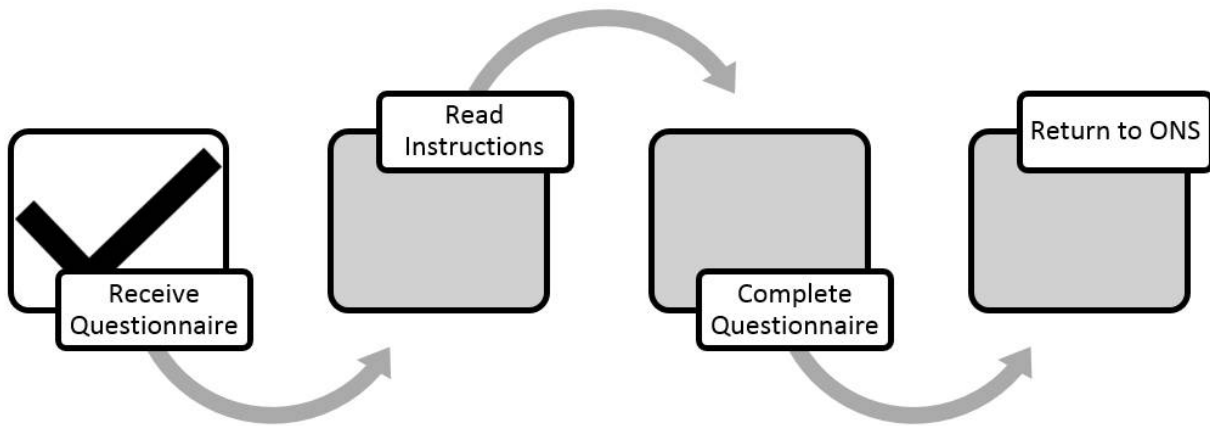
**Reference number:** 4990 0682 630

**Period:** 202512

- Telephone calls may be recorded for training and quality purposes



## Checklist



### How to complete the questionnaire

We have created the following instructions to help you complete the questionnaire:

#### What to do:

Leave questions blank if not applicable

Use accurate figures where possible; otherwise provide a best estimate

Consult your purchases ledger, business invoices or accounts

Use the items listed under include and exclude as examples; they are not a complete list

Round figures to the nearest £ thousand

For example, £16,805 =

£

Complete in black ink

Ensure letters and numbers are printed and centred within each box

#### How to provide a best estimate

If you do not have exact figures, please provide your best estimate, using the information you do have. For example, if you have an accounting code for 'motor fuel', you may know the total amount of fuel you use. If you know that most of your fuel is diesel, you could split your total motor fuel code between diesel and petrol using an approximate ratio that you think applies.

#### What not to do:

Do not use 'nil', 'n/a' or draw a line through boxes

Do not use commas  or dashes

Do not cross sevens  or zeros



**What to include and exclude**

<b>Include:</b>	<b>Exclude:</b>
Information for the UK business named on the front of this questionnaire (the UK consists of England, Wales, Scotland and Northern Ireland)	Information relating to the Channel Islands, the Isle of Man, overseas branches, subsidiaries and agencies
Energy, goods, services and materials used up or transformed by your business, or energy, goods, services and materials purchased for further processing Energy, Goods, Services and materials purchased for resale without further processing is only required in Question 2b	
Rental of fixed assets (for example machines, cars or software) and service charges	Fixed and capital assets or amounts charged to the capital account
Other employee costs - travel, removal or entertainment expenses, amenities, items necessary for employee use (e.g. tools or safety wear)	Employee wages, salaries, bonuses, pension contributions and any payments in kind (including those for temporary staff)
Routine, everyday repair and maintenance to goods used in production	Renovations, reconstructions, conversions or enlargements that go beyond what is required to keep buildings, machinery and equipment in working order
Fees for goods acquired under an operation lease (short-term contracts, leases or licences)	Fees for goods acquired under a finance lease
Fees for outsourced services or subcontracted services (for example cleaning or security services)	Government licences and fees (including council tax or business rates)
Non-deductible VAT	Deductible VAT, bad debts, depreciation, currency exchange, insurance premiums, donations

**Purpose of this survey**

The aim of this survey is to collect data regarding the purchase of energy, goods, services and materials used up or transformed by your business. It also collects information on energy, goods, services and materials purchased for resale without further processing. The Annual Business Survey also collects information on purchases, but with less detail.

For example, if you are a manufacturer, your purchases would cover the energy and service usage of your head office or factory outlets, alongside the goods and materials purchases to transform into a product (for example milk and other ingredients in the production of a cake).

If you are a company that provides a service, you would have energy, water and waste costs at a head office, service costs (for example accounting or other office costs), office goods and materials (for example stationery) and goods and materials used for providing the relevant service.

**The information you supply will:**

- Help us identify the purchasing patterns of businesses to inform UK Government policy
- Help show the impact your industry has on the economy
- Contribute to the UK National Accounts and estimates of Gross Domestic Product (GDP), one of the measures of the health of the UK economy

For more information about the survey, please go to: [www.ons.gov.uk/surveys](http://www.ons.gov.uk/surveys)

**Please keep a copy of this questionnaire for future reference or to answer any queries that may arise**

**Thank you for completing this questionnaire**























Please give values to the nearest £ thousand

(x) warehousing and transportation support services?

**Include:**

- warehousing, storage and cargo handling services
- railway and road transportation services
- pipeline and water transportation services
- freight transport agency services (eg ship and aircraft space brokerage services)

**Exclude:**

- self storage facility services
- rental services of vacant spaces or garage premises
- transportation cleaning and operation services (eg clearing runways, radio navigation and marina management)

£             000

5200

EFG

(y) food and beverage serving?

**Include:**

- restaurant and mobile food services
- canteen services
- event catering and beverage serving at venues
- contract food services (including for airline companies)

**Exclude:**

- food and beverages not prepared on the premises or sold through vending machines
- reselling packaged/prepared beverages
- operation of venues without beverage services
- food and drink products

£             000

5600

EFG

(z) any other services?

Please refer to the list of additional Codes for Section D - Services at the end of this section, and write the applicable codes in the boxes below.

**Code**

(i)     .....

£             000

9905

NMA

**Code**

(ii)     .....

£             000

9906

NMA

**Code**

(iii)     .....

£             000

9907

NMA

**Code**

(iv)     .....

£             000

9908

NMA

6 (a) What was your total expenditure on services?

This should be the sum of 5 (a) to 5 (z) .....

£             000

7000

EFG

(b) Of your figure reported in question 6 (a), what was your expenditure on services purchased from suppliers located:

if actual figures are not available, please provide informed estimates

(i) in the UK? .....

£             000

7010

EFG

(ii) outside the UK? .....

£             000

7020

EFG



## Codes for Section D - Services

Code	Description
6830	Real estate services on a fee or contract basis
4200	Construction and construction works for civil engineering; roads, railways, bridges and tunnels
4300	Specialised construction, demolition and site preparation; electrical and plumbing installation, building completion work
0900	Mining support services
9500	Repair services of computers, personal and household goods
5800	Publishing services of books, newspapers, journals, advertising space in books and newspapers and software publishing services
5900	Motion pictures, video and television programme production services, sound recording and music publishing
6000	Programming and broadcasting services
7200	Scientific research and development services
7900	Travel agency, tour operator and other reservation services and related services
8000	Security and investigation services
9400	Membership organisation services
9600	Personal services, dry cleaning and laundry, hairdressing and beauty, funeral and related services
7500	Veterinary services
4999	Passenger and freight rail transport services
5000	Water transport services
5100	Air transport services
3315	Repair and maintenance services of ships and boats
3316	Repair and maintenance services of aircraft and spacecraft
5500	Travel accommodation services
8400	Public administration and compulsory social security services
8500	Education and training services
8600	Human health services
8700	Residential care services
8800	Social work services without accommodation
9000	Creative, arts and entertainment services
9100	Library, archive, museum and other cultural services
9200	Gambling and betting services
9300	Sporting, amusement and recreation services











## Codes for Section E - Goods, Materials and Related Services

Code	Description
3296	Brushes except electric motor brushes
3091	Motorcycles, bicycles and carriages
3020	Railway locomotives and rolling stock
3010	Boats, ships and floating structures
3030	Aircraft, spacecraft and related machinery
3040	Military fighting vehicles
1300	Textile articles; carpets and rugs; preparation services of natural textile fibres; textile finishing services
3295	Jewellery and decorative goods
3100	Furniture; office, shop and kitchen furniture, upholstering and finishing services of new furniture and parts of furniture
1600	Wood and products of wood and cork, except furniture; articles of straw and plaiting materials
2100	Basic pharmaceutical products and preparations
2097	Industrial gases, inorganic basic chemicals and fertilisers
2096	Petrochemicals; organic basic chemicals, plastics in primary form, synthetic rubber and man-made fibres
2095	Dyestuffs and agro-chemicals
2030	Paints, varnishes and similar coatings, printing ink and mastics
2040	Soaps and detergents, cleaning and polishing preparations, perfumes and toilet preparations
2050	Chemical products; explosives and related products, glues, essential oils, aromatic distilled waters
0800	Mining and quarrying products; ornamental and building stone, gravel, sand and clays, precious and semi-precious stones
0700	Metal ores, iron, non-ferrous metal, uranium and thorium, copper, nickel, aluminium, lead, zinc and tin ores
2499	Basic iron, steel and ferro-alloys including tubes, pipes, hollow fittings and other products of the first processing of steel
2540	Weapons and ammunition
3294	Sports goods and safety wear
3293	Toys, games and musical instruments
3292	Medical and dental instruments
0100	Agriculture, hunting and related products and services; plants, planting material, animal husbandry and trapping services
0200	Forestry, logging and related products and services
0300	Fish and other fishing products, aquaculture products, support services to fishing
1090	Prepared animal feeds
1010	Preserved meat and meat products
1020	Processed and preserved fish products
1030	Processed and preserved fruit and vegetables
1040	Vegetable and animal oils and fats
1050	Dairy products
1060	Grain mill products, starches and starch products
1070	Baked goods; bread, fresh pastry goods and cakes, rusks and biscuits and flour-based products
1080	Other food products; sugar, cocoa, chocolate and sugar confectionery, vinegar, sauces, processed tea and coffee
1199	Alcoholic beverages, distilled and fermented; wine, cider, perry, mead, vermouth, beer and malt
1107	Soft drinks and bottled waters
1200	Tobacco products; cigars, cheroots, cigarillos, cigarettes and cured, stemmed or striped tobacco leaves





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