

50+ Report Samples, Format & Examples 2022

It's a no-brainer that businesses tend to involve a lot of documents. Reports, regardless of what they are specifically about, are among the most common documents that business owners and employees alike have to deal with. Since these documents are unavoidable and often crucial, it is important to not only learn as much as you can about them but also find ways to acquire them. For those who want to forgo the tedious creation process, having the right [report templates](#) at your disposal can be a huge blessing.

To create reports of your very own, follow the following steps:

- Browse through several document designs for your own funeral program.
- Customize Online or Download in your preferred File format and Print As Required.

If you're one of those who needs a template right here, right now, then all you need to do is scroll down. We've got at least fifty different samples for you to choose from. Be sure to browse through each one since we guarantee that you are seeing only the best of the best. Don't waste any more of your time; read on!

1. Project Report Sample

There's a lot that goes into any kind of project regardless of its nature. To keep everyone involved updated on its progress, a [project report in Word](#), like the one below, is absolutely vital.

EASE Software Developers Co.

Project Progress Report

Prepared by

Jennifer James

jjames@easesoftwaredevelopersco.com

November 8, 2029

2. Project Report Example

Project Report

❖ **Meaning of Project Report**

A Project Report is a document which provides details on the overall picture of the proposed business. The project report gives an account of the project proposal to ascertain the prospects of the proposed plan/activity.

Project Report is a written document relating to any investment. It contains data on the basis of which the project has been appraised and found feasible. It consists of information on economic, technical, financial, managerial and production aspects. It enables the entrepreneur to know the inputs and helps him to obtain loans from banks or financial institutions.

The project report contains detailed information about Land and buildings required, Manufacturing Capacity per annum, Manufacturing Process, Machinery & equipment along with their prices and specifications, Requirements of raw materials, Requirements of Power & Water, Manpower needs, Marketing Cost of the project, production, financial analyses and economic viability of the project.

❖ **Contents of a Project Report**

Following are the contents of a project report:

1. General Information

A project report must provide information about the details of the industry to which the project belongs to. It must give information about the past experience, present status, problems and future prospects of the industry. It must give information about the product to be manufactured and the reasons for selecting the product if the proposed business is a manufacturing unit. It must spell out the demand for the product in the local, national and the global market. It should clearly identify the alternatives of business and should clarify the reasons for starting the business.

2. Executive Summary

A project report must state the objectives of the business and the methods through which the business can attain success. The overall picture of the business with regard to capital, operations, methods of functioning and execution of the business must be stated in the project report. It must mention the assumptions and the risks generally involved in the business.

[Download](#)

3. Daily Report Sample

Managers expect accountability from their employees. What better way to do this than by submitting [daily reports](#)?

Blue Cup Coffee

Daily Activity Report

Prepared by

James Corbin

james@bluecupcoffee.com

April 5, 2026

4. Daily Report Example

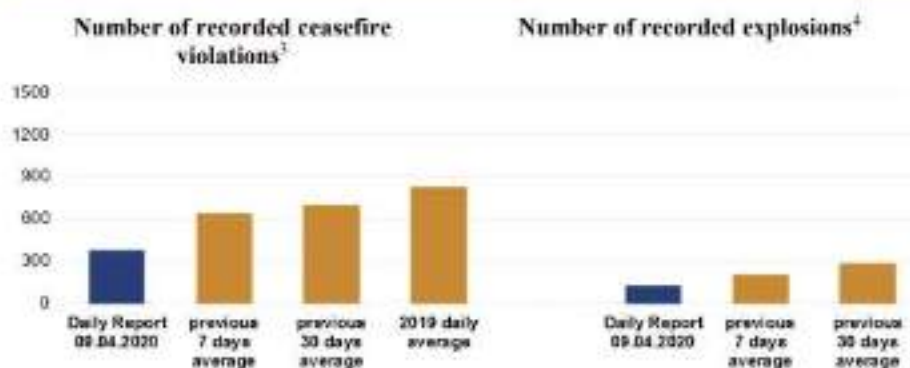
Daily Report 84/2020

9 April 2020¹

Summary

- Compared with the previous reporting period, the SMM recorded more ceasefire violations in Donetsk region and fewer in Luhansk region.
- Members of the armed formations continued to deny the SMM passage towards non-government-controlled areas at checkpoints in Donetsk region and towards government-controlled areas at a checkpoint in Luhansk region.*
- The Mission continued monitoring the disengagement areas near Stanytsia Luhanska, Zolote and Petrivske.
- The SMM monitored and facilitated adherence to localized ceasefires to enable repairs to and maintenance and construction of civilian infrastructure on both sides of the contact line, as well as demining activities in Krasnyi Yar, Luhansk region.
- The Mission again saw that two entry-exit checkpoints and their corresponding checkpoints in both Donetsk and Luhansk regions remained closed amid the COVID-19 outbreak.
- The SMM's freedom of movement continued to be restricted in both Donetsk and Luhansk regions.*

Ceasefire violations²



[Download](#)

5. Weekly Report Sample

Much like its daily counterpart, [weekly reports in Word](#) cover all that's been done under the specified time period. Both employers and employees deal with this one on the regular.

Doodle Designs Inc.

Weekly Work Progress Report

Prepared by
Ella Daniels
ella@doodledesigns.com
November 26, 2030

6. Weekly Report Example

Suggested Format for the Bi-Weekly Report:

Permit: _____

Bi-Weekly Report for the Survey Period: _____ to _____

Was there survey (source array) activity during this 2 week period? YES NO

Include a navigation file for each of the source vessels operating during this reporting period along with your written bi-weekly report and a daily log showing the date and times of data acquisition for each day during the reporting period. You must submit a separate file for each source vessel. BOEM strongly recommends that you submit the navigation data in P1-90 format. It is recommended that you submit your report to the BOEM G&G Permits website (GGPERMITSGOMR@BOEM.gov) or on a suitable media; preferably a CD/DVD.

1. Was the survey shot line navigation (showing dates, locations and times) submitted for this two week period? YES NO
2. Did the total energy output of your airgun array exceed the limit set forth in your permit application? YES NO If YES, explain the circumstances that caused the total energy output to exceed that set forth in your permit application: _____

3. Confirm that the survey vessels maintained the minimum separation distance (as stated in your permit) between your survey and any other adjacent deep seismic survey during this period:

4. If you did not maintain the minimum separation distance provide an explanation why not:

By signing this document you confirm that, during the two week period indicated above, you have complied with all of the applicable terms of Section V of the NRDC Settlement Agreement.

Signature: _____

Printed Name: _____

Company: _____

Title: _____

Phone: _____

[Download](#)

7. Monthly Report Sample

There's so much a person can accomplish in a month that it takes a special kind of report to fit it all into. [Monthly reports in Word](#), like the one below, are just what you need.

Pablo's Place

Monthly Business Report

Prepared by

Marco Villa

marco@pablosplace.com

January 04, 2031

8. Monthly Report Example

Finishing for the Year

Form 6.1 - 4-H Club Monthly Report

4-H CLUB MONTHLY REPORT	
Club Name:	
Location:	
Month:	
Total Opening Balance \$:	

INCOME (SOURCE, USE, PURPOSE)	AMOUNT	
PROJECTS (SUB-ACCOUNTS)		
Total Income \$:		

EXPENSES (DESCRIBE)	AMOUNT	
PROJECTS (SUB-ACCOUNTS)		
Total Expenses \$:		
Closing Balance \$:		



[Download](#)

9. Annual Report Sample

There's always so much to look into after a year's worth of work. Having [annual reports in Illustrator](#), like the sample below, can make things infinitely easier.

Utsukushii Cosmetics

Company Annual Report

Prepared by

Kaisen Peters

kaisen@utsukushiicosmetics.com

January, 04, 2030

10. Annual Report Example

SAMPLE

TRANSPORTATION MANAGEMENT PROGRAM ANNUAL REPORT

(Name of TMP Holder — TMP/SUP #)
Year

A. Reporting Information

Project Name: _____

Address: _____

TMP SUP Number: _____

TMP Coordinator: _____

Reporting Year: _____

B. Project Description

(Name) is a xx-story, xxx-unit hi-rise apartment building located at (Address) in Alexandria. Completed in (Year) (Name) ("rents one and two bedroom apartments ranging in size from 730 SF to 1250 SF.")

C. Parking Description

(Name) provides indoor and outdoor parking for its residents and guests to the building. The 237 available parking spaces include 183 in the 2-level garage and 54 surface parking spaces. Each apartment may rent one garage space for \$25/month. Additional garage spaces are available for \$70/month to residents with second vehicles.

D. TMP Description

Currently, (Name) continues the same TMP related activities that began in 1994. (Name) proximity to Metro is a key feature in its print and Internet advertising as well as a key component of the management team's sales presentation to prospective residents. In addition, the management team provides collateral information to new residents which promotes metro rail use, carpooling, metro bus use, etc. as well as providing reference telephone numbers to call for additional information on ridesharing. (Name) also maintains an on-site display of material on transit services for the residents.

E. TMP Transportation Account Semi-Annual Report Form

Attached.

F. Results of Annual Survey

During the week of December 11 to 15, (year), the Annual Commuter Survey was distributed to all residents at (Name). Of the xxx surveys distributed, xxx were received. This was a xx% increase in the number of surveys received since the last report but still only represents xx% of the building. When preparing the (year) survey, a letter will be requested from the Office of

[Download](#)

11. Sales Report Sample

With all that goes on in the day's work of salespeople, they often need [sales reports in Word](#) just to keep track of everything.

Combini Store

Sales Activity Report

Prepared by
Chris O. Thomas
chris@combinistore.com

January 31, 2030

12. Sales Report Example

Individual Sales Report

Prepared for: **Sample Person**

Date Prepared: 0/00/0000

Thank you for completing the "I Opt" Survey. Your responses to the questionnaire have been tabulated and your own personal strategic sales style(s) have been identified.

Your answers indicate that you scored highest in the ranges of **Logical Processor (LP)** and **Hypothetical Analyzer (HA)**. This report contains a sketch of the behavioral traits and preferences common to those sales styles.

When reviewing these results you should keep in mind that the ability to "sell" is a fundamental part of life. Everybody can and does sell. We sell ourselves to our mates, we sell our skills to our employers and we sell our old cars as we replace them. "I Opt" sales builds on this basic ability and carries it to an expert level status. Any style can reach this level. However, the way this might be done can vary.

The sales style classifications above are based on the scores calculated from the answers that you provided. The scores do **NOT** reflect nor predict your personality, ability, experience, or suitability. They are simply a natural outcome of the way you process information. Any interpretation of this report should take into account ALL relevant input such as actual experience, skills, interests, abilities, the market being addressed and product being sold.

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[Download](#)

13. Business Report Sample

Generalized as these documents may be, business reports in Illustrator are an absolute boon to any company.

Amelia Feminine

Monthly Business Expense Report

Prepared by

Cynthia Peters

cynthia@ameliafeminine.com

October 10, 2030

14. Business Report Example

The image shows the cover of a report template. The background is a dark purple color with a lighter purple, wavy graphic element on the left side. The text is centered and reads:

Serving the Community
Through Successful Project Delivery
A Government Business Case Guide
(Business Case Report Template)

May 2008

[Download](#)

15. Management Report Sample

Leadership requires vision and organization, among other things, in order to achieve success. Documents like [management reports in Word](#) can help make or break entire companies.

The Modern Times

Monthly Management Report

Prepared by
Ingrid Jones
ingrid@themoderntimes.com
July 2, 2032

16. Management Report Example



U.S. GOVERNMENT ACCOUNTABILITY OFFICE

441 G St. N.W.
Washington, DC 20548

March 26, 2019

Mr. David Caperton
Special Counsel, Legal Division
Board of Governors of the Federal
Reserve System

Management Report: Areas for Improvement in the Federal Reserve Banks' Information System Controls

Dear Mr. Caperton:

In connection with our audit of the consolidated financial statements of the U.S. government,¹ we audited and reported on the Schedules of Federal Debt managed by the Department of the Treasury's (Treasury) Bureau of the Fiscal Service (Fiscal Service) for the fiscal years ended September 30, 2018 and 2017.² As part of these audits, we performed a review of information system controls over key financial systems maintained and operated by the Federal Reserve Banks (FRB) that are relevant to the Schedule of Federal Debt.

As we reported in connection with our audits of the Schedules of Federal Debt for the fiscal years ended September 30, 2018 and 2017, although internal controls could be improved, Fiscal Service maintained, in all material respects, effective internal control over financial reporting relevant to the Schedule of Federal Debt as of September 30, 2018, based on criteria established under 31 U.S.C. § 3512(c), (d), commonly known as the Federal Managers' Financial Integrity Act. Those controls provided reasonable assurance that misstatements material to the Schedule of Federal Debt would be prevented, or detected and corrected, on a timely basis. However, during our fiscal year 2018 audit, we continued to identify deficiencies in Fiscal Service's information system controls that, along with unresolved control deficiencies from prior audits, collectively represent a significant deficiency in internal control over financial reporting.³ Although the deficiencies are not a material weakness, they warrant the attention of those charged with governance of Fiscal Service.⁴ We plan to issue a separate report to the Commissioner of the Bureau of the Fiscal Service on the results of our review of information

¹31 U.S.C. § 331(e)(2). Because the Bureau of the Fiscal Service is a bureau within the Department of the Treasury, federal debt and related activity and balances that it manages are also significant to the consolidated financial statements of the Department of the Treasury (see 31 U.S.C. § 3515(b)).

²GAO, *Financial Audit: Bureau of the Fiscal Service's Fiscal Years 2018 and 2017 Schedules of Federal Debt*, GAO-19-113 (Washington, D.C.: Nov. 8, 2018).

³A significant deficiency is a deficiency, or a combination of deficiencies, in internal control over financial reporting that is less severe than a material weakness yet important enough to merit attention by those charged with governance. A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis.

⁴A material weakness is a deficiency, or a combination of deficiencies, in internal control over financial reporting, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be

[Download](#)

17. Expense Report Sample

A key factor in managing your finances is to keep track of your expenses. Few documents can serve you better than [expense reports](#).

Green Gutter Company

Expense Report


Prepared by

Joey Bryant

joey@greengutter.com

April 20, 2030

18. Expense Report Example



**AMERICAN
PSYCHOLOGICAL
ASSOCIATION**

APA C3 - EXPENSE REPORT
[For Staff and Member Reimbursement]

[Print Form](#) [Clear Form](#)

(2023) APA Form No. 10-00000000
 Revised Jan. 2020

**** Staff will receive reimbursement by direct deposit**

NAME/ADDRESS:	TRANSACTION DESCRIPTION / BUSINESS PURPOSE:								
	TRAVEL DATES:								
	DESTINATION:								
	APA CONTACT: Tasha Hopwood, Accreditation								
DATE EXPENSE INCURRED →									TOTALS
Air, Rail, Bus (if not paid directly by APA)									\$ 0.00
Car Rental									0.00
Number of Miles →									0.00
January 1, 2020 Rate: \$ 0.575	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Parking & Tolls									0.00
Misc Transportation (taxi, metro, etc.)									0.00
Hotel Cost Only (include taxes)									0.00
Breakfast (include tips)									0.00
Lunch (include tips)									0.00
Dinner (include tips)									0.00
Per diem (Staff only)									0.00
Misc:									0.00
Misc:									0.00
Misc:									0.00
Misc:									0.00
TOTALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

↓ Additional Space for Misc Items ↓

Less Advance (-)

Amount Due Traveler

Amount Due APA (attach check)

STAFF USE ONLY - NAW Distribution of Expenses				
Account #	Program #	Trans Purpose	User Defined Code	Amount

ORIGINAL RECEIPTS ARE REQUIRED FOR ALL EXPENSES REGARDLESS OF AMOUNT

In the event the original receipt is not available, you must provide an explanation of why the receipt is not available.

SIGNATURE AUTHORIZATIONS

The traveler must:

➤ Is any portion of this payment related to an event or entertainment for, involving, or honoring a Member of Congress, congressional Yes No

[Download](#)

19. School Report Sample

It isn't just corporations or businesses that require reports, you know. Scholastic institutions need them just as much. Feast your eyes on our [school reports](#), as shown below!

Periwinkle Academy

School Board Report

Prepared by
Rory Atkinson
rory@periwinkleacademy.com
September 06, 2027

20. Construction Report Sample

To erect a building from the ground up, you need to document every bit of progress. From the materials used and needed to what tasks are left to do, a [construction report in Pages](#) takes care of this handily.

BWN Construction

DAILY CONSTRUCTION REPORT

Prepared by

Chris Lawrence

chris@bwnconstruction.com

June 05, 2030

21. Employee Report Sample

For more specific documents prepared and submitted by employees, [employee reports](#) are general yet effective documents to look into.

Green Ladder Construction

Employee Report

Prepared by

Jason Gaskarth

jason@glconstruction.com

April 15, 2029

22. Employee Report Example

Form SSA-821-BK (02-2021) UF
Discontinue Prior Editions
Social Security Administration

Page 3 of 12
OMB No. 0960-0059

Work Activity Report - Employee Identification - To Be Completed by SSA

Name of Claimant or Beneficiary	BNC#	<input type="checkbox"/> Blind <input type="checkbox"/> Not Blind
Please use this form to describe your work activity since (insert alleged onset date, date of entitlement, or last determination date, as appropriate)		Date

Information - To Be Completed By Person Applying For Or Receiving Benefits

Please answer each of the questions on this form with as many details as you can. This information will help us decide if you should get or keep getting disability benefits.

If you need more room for your answers, go to the Remarks section at the end of the form.

1. Have you had any employment income or wages since the DATE shown above in the Identification section? (check one)

NO. If you did not work but income was reported for you, go to Question 2.

YES. Go to Question 3.

2. If you did not work, other types of income may have been reported for you. Please complete the information below. We may ask you for proof of this income. When you are finished, go to Question 7.

Type of Payment	Name and Address of Payer	Amount	Date Worked (MM/YYYY-MM/YYYY)
<input checked="" type="checkbox"/> Example	ABC Company 123 Any Street Your Town, MD 54321	\$100.00 per day, week, month, or year	01/2000 - 02/2000
<input type="checkbox"/> Back Pay		\$ _____ per _____	
<input type="checkbox"/> Vacation Pay		\$ _____ per _____	
<input type="checkbox"/> Holiday Pay		\$ _____ per _____	
<input type="checkbox"/> Bonus or Commission		\$ _____ per _____	
<input type="checkbox"/> Royalties		\$ _____ per _____	
<input type="checkbox"/> Sick Pay		\$ _____ per _____	
<input type="checkbox"/> Disability Pay		\$ _____ per _____	
<input type="checkbox"/> Insurance Payment		\$ _____ per _____	

[File](#)

23. Incident Report Sample

Disaster will strike sooner or later, but it cannot go undocumented. To prevent future incidents, or at least mitigate their frequency, incident reports in Google Docs become absolutely necessary.

Blue Badge Nursing Home

INCIDENT REPORT

Prepared by
Katherine Don
katherinedon@bluebadgenursinghome.org
September 10, 2025

24. Incident Report Example

Attachment A Sample Internal Incident Reporting Form* Sample			
Incident Reporting Form [Name and Address of Provider]		<input type="checkbox"/> Injury <input type="checkbox"/> Incident <input type="checkbox"/> Close Call/Near Hit Specific Site of Incident:	
REPORTER CONTACT INFORMATION			
Name of Person Completing Form (Please Print)		Title	Phone No.
Date of Incident: (mm/dd/yyyy)	Time of Incident: <input type="checkbox"/> am <input type="checkbox"/> pm <input type="checkbox"/> unknown	Date of Discovery: (mm/dd/yyyy)	Date of Report: (mm/dd/yyyy)
INJURED PARTY INFORMATION (Complete for Injury and Death)			
If no injury, check box and skip this section. <input type="checkbox"/> No Injury	Injured Party's Name: <input type="checkbox"/> Consumer <input type="checkbox"/> Staff <input type="checkbox"/> Visitor <input type="checkbox"/> Other (specify):	Injured Party's Contact Information:	
Waiver Recipient? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Waiver recipient, Waiver Type: Medicaid Number:	If consumer, Case Management CSB:	
Nature of Injury/Illness:	<input type="checkbox"/> Bite	<input type="checkbox"/> Death	<input type="checkbox"/> Ingestion of Substance
<input type="checkbox"/> Abrasion/Cut/Scratch	<input type="checkbox"/> Burn	<input type="checkbox"/> Decubitus Ulcer	<input type="checkbox"/> Laceration
<input type="checkbox"/> Adverse Reaction	<input type="checkbox"/> Choking	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Medication Error
<input type="checkbox"/> Aspiration Pneumonia	<input type="checkbox"/> Constipation/Bowel Obstruction	<input type="checkbox"/> Fracture	<input type="checkbox"/> Overdose
<input type="checkbox"/> Assault by Client	<input type="checkbox"/> Contusion/Hematoma	<input type="checkbox"/> Fall	<input type="checkbox"/> Redness/Swelling
<input type="checkbox"/> Seizure/Convulsion	<input type="checkbox"/> Sprain	<input type="checkbox"/> Suicide Attempt	<input type="checkbox"/> Suicide
<input type="checkbox"/> Other (specify)			
Body Part Injured: (describe)			
Treatment: <input type="checkbox"/> Emergency <input type="checkbox"/> Non Emergency	Name and Address of Treating Physician:		Description of Medical Treatment Provided and Findings:
Hospitalization? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Medical Attention: (mm/dd/yyyy)	Time of Medical Attention: <input type="checkbox"/> am <input type="checkbox"/> pm <input type="checkbox"/> unknown	
Precipitating Event:	<input type="checkbox"/> Assault by Client	<input type="checkbox"/> Restraint	<input type="checkbox"/> Self-injurious Behavior
<input type="checkbox"/> Abuse Allegation	<input type="checkbox"/> Neglect Allegation	<input type="checkbox"/> Seclusion	<input type="checkbox"/> Unexplained
<input type="checkbox"/> Other (specify)			
DEATH INFORMATION			
Type of death: <input type="checkbox"/> Natural <input type="checkbox"/> Accident <input type="checkbox"/> Intentional	<input type="checkbox"/> Expected <input type="checkbox"/> Unexpected Referred to Medical Examiner? <input type="checkbox"/> Yes <input type="checkbox"/> No Is autopsy to be performed? <input type="checkbox"/> Yes <input type="checkbox"/> No Cause (from Death Certificate):	External Notifications Made: <input type="checkbox"/> Department of Health Professions <input type="checkbox"/> Department of Social Services <input type="checkbox"/> Local Law Enforcement Agency	<input type="checkbox"/> State Police <input type="checkbox"/> Department of Health <input type="checkbox"/> Other: (specify)
OTHER INFORMATION			
If Abuse or Neglect Allegation, was an investigation initiated? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, date initiated: (mm/dd/yyyy)	
Authorized Representative: <input type="checkbox"/> Yes <input type="checkbox"/> No		AR Notified? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature of Person Completing Form:		Date:	
Signature of Risk Manager:		Date:	
<input type="checkbox"/> Litigation anticipated	Reason:		

* This form is for internal use only; it does not replace CHRIS reporting. Licensed providers must report incidents to the DBHDS via CHRIS.

[File](#)

25. Activity Report Sample

For those whose employers require specific activity reports for every new task, let the activity reports in Excel serve you well.

Pedal Strike Apparel

Weekly Sales Activity Report

Prepared by

John Davis

john@pedalstrike.com

November 10, 2029

26. Activity Report Example



(U) Unclassified—For Public Release

FAUQUIER COUNTY SHERIFF'S OFFICE

78 West Lee Street, Warrenton, Virginia 20186 • Office: (540) 422-0000 • Fax: (540) 422-9600



(U) Daily Activity Report

Date: 08/28-31/2020

*Information is preliminary, and for awareness only. Reports are not all-inclusive and are not final. Today and previous DAR's can be found at: <http://www.fauquiercounty.gov/government/departments/fcs/office-officialcalendar>

Marshall District	Recent	YTD		Recent	YTD
Calls for Service	53	3327	Overdoses (Opiates)	0	10
Reportable Crashes	1	145	Overdose Death (Opiates)	0	2
Non-Reportable Crashes	1	43	Noise Complaints	0	3
Premise Checks	39	1487	Animals Picked-Up	0	43
Traffic Stops	13	872	DUI Arrests	0	17
Traffic Summonses	13	664	Misdemeanor Arrest	2	127
Domestics	1	45	Felony Arrest	0	30
Mental Health	0	24	Civil Papers Served	6	490

8/30 04:30 8600-blk Colston Ct - Edward Leon Terrell III, 36, of Roseland, was arrested for drunk in public. Cody Allen Casey, 27, of Marshall, was arrested for drunk in public and simple assault.

Scott District	Recent	YTD		Recent	YTD
Calls for Service	33	2638	Overdoses (Opiates)	0	7
Reportable Crashes	2	115	Overdose Death (Opiates)	0	0
Non-Reportable Crashes	0	27	Noise Complaints	0	0
Premise Checks	40	3300	Animals Picked-Up	0	102
Traffic Stops	3	541	DUI Arrests	0	17
Traffic Summonses	4	431	Misdemeanor Arrest	0	99
Domestics	0	53	Felony Arrest	0	28
Mental Health	0	23	Civil Papers Served	3	205

Nothing significant to report.

27. Professional Report Sample

Though somewhat vague, the beauty of the [professional report](#) is that it can be about anything work-related. With topics ranging from finance to marketing and even investigative reports, these documents will take you far.

Golden Electronics

Formal Report

Prepared by

Irving Sanchez

irving@goldenelectronics.com

May 17, 2028

28. Call Report Sample

In business, even individual calls can be incredibly important. Therefore, its details will require documentation through a [call report in Word](#).

FixIt Auto Repairs

Call Report

Prepared by

Larry Maxwell

larry@fixitautorepairs.com

December 08, 2030

29. Handover Report Sample

To the unfamiliar, a [handover report in Word](#) is useful for compiling activity reports and summaries. A clear-cut example is the one presented below.

Salestop Inc.

JOB HANDOVER REPORT

Prepared for

Kyle Clark

Prepared by

Lianne Norman

lianne@salestopinc.com

February 17, 2025

30. Non-Conformance Report Sample

There are employees with, for whatever reason, fail to comply with what the company wants from them. Document these indiscretions through a non-conformance report in Pages.

Terry Hudson Construction

NON CONFORMANCE REPORT

Prepared by

Luke Cooper

luke@thconstruction.com

July 02, 2030

31. Safety Report Sample

Safety will always be a top priority no matter where you go. Therefore, a safety report in Word is also a supremely important document that no company should neglect to use.

UWA Food Factory

DAILY SAFETY REPORT

Prepared by
Beth Weber
beth@uwafoodfactory.com
June 08, 2025

32. Status Report Sample

Where do we stand? That's a question that any employee or even employer is bound to ask. Remove any uncertainties by making use of a [status report in PDF](#).

Hayate Building Design & Interiors

Weekly Status Report

Prepared by
Mokomichi Hayate
mokomichi@hbdi.com
November 26, 2030

33. Financial Report Sample

There's no denying how important it is to stay on top of your finances. Keep an eye on your income, expenses, and more by creating an extensive [financial report](#).

Fastwood Retail

Financial Report

Prepared by

Julian Holton

julian@fastwoodretail.com

May 06, 2031

34. Financial Report Example

MIAA ACCOMPLISHMENT REPORT CY 2019

MANILA INTERNATIONAL AIRPORT AUTHORITY FINANCIAL REPORT AND HIGHLIGHTS OF THE ACCOMPLISHMENTS/PERFORMANCE CY 2019

I. Financial Highlights

A. Condensed Income Statement (Interim)

The following are the results of our operations and financial conditions for CY 2019 as compared to CY 2018 and Budget for 2019:

(In Million Pesos)	January 1 - December 31			Variance			
	Budget	2019	2018	Budget		Last Year	
	(A)	(B)	(C)	(B - A)	%	(B - C)	%
Gross Revenues	14,445	15,036	14,191	592	4%	845	6%
Share of the National Government	1,859	1,791	1,714	(68)	-4%	77	4%
Net Revenues After NG Share	12,586	13,245	12,478	660	5%	768	6%
Operating Expenses	7,235	6,666	6,244	(569)	-8%	422	7%
Net Income From Operations	5,350	6,580	6,233	1,229	23%	346	6%
Other Income/(Expenses)	120	452	171	331	275%	280	184%
Net Income Before Tax	5,471	7,031	6,404	1,560	29%	627	10%
Provision for Income Tax	1,641	2,137	2,019	496	30%	118	6%
Net Income After Tax	3,829	4,894	4,385	1,065	28%	509	12%

CY 2019 versus CY 2018

- Gross Revenues is **P 15.04 billion**, up by **P 845 million** or **6%**
- Operating Expenses is **P 6.67 billion**, up by **P 422 million** or **7%**
- Net Income from Operations is **P 6.58 billion**, up by **P 346 million** or **6%**
- Net Income after tax is **P 4.89 billion**, up by **P 509 million** or **12%**

CY 2019 versus Budget

- Gross Revenues is higher than projections by **P 592 million** or **4%**
- Operating Expenses showed a favorable variance of **P 569 million** or **8%**
- Net Income from Operations is favorable by **P 1.23 billion** or **23%**
- Net Income after tax is unfavorable by **P 1.07 billion** or **28%**

[File](#)

35. Audit Report Sample

Auditing can be a long-winded and tiresome endeavor. All the more reason to keep track of every detail through an [audit report](#) like the sample provided below.

Blaster Auditors Inc.

Audit Report

Prepared for
West Hill Mart

Prepared by
Gregory Petersen
gregory@blasterauditors.inc
May 13, 2024

36. Research Report Sample

The findings of one's research often require documentation, especially for those with an audience to satisfy. That's where the [research report](#) comes into play.

Blue Ocean Delivery Services

MONTHLY RESEARCH REPORT

Prepared by

Niall Mullins

niall@blueoceandelivery.com

September 18, 2026

37. Research Report Example



Market research report: Environmental monitoring and software use by oil palm growers

Zoological Society of London

Sophia Gnych, Michal Zrust, Laura D'Arcy, Dolly Priatna

Zoological Society of London, Indonesia Office, Jl. Gunung Gede 1 No. 11A, Bogor 16151, Indonesia

[File](#)

38. Meeting Report Sample

Important meetings require documentation so that no detail is left out and forgotten. A [meeting report](#) like the one below is guaranteed to make a huge difference.

Moller Law Firm

Business Meeting Report

Prepared by

Ella Rincon

ella@mollerlawfirm.com

July 18, 2030

39. Visit Report Sample

Need to keep track of visits and their subsequent details? A [visit report](#), such as the one displayed below, is sure to help you immensely.

Klywod Industries

VISIT REPORT

Prepared by

Sophia Danza

sophia@zmail.com

February 22, 2022

40. Travel Expense Report Sample

When employees travel for work-related purposes, their expenses are normally shouldered by the company they work for. Keeping a [travel expense report](#) makes the accounting of said expenses much easier for all involved.

Pollax Tech

Travel Expense Report

Prepared by

Suzanne Clifford

suzanne@pollaxtech.com

June 25, 2034

41. Lab Report Sample

Scientific progress cannot be allowed to go undocumented and unreported. Having a [lab report](#) will only make things easier for you both in the short-term and long-term.

National Pharmaceutical Corporation

LAB REPORT

Prepared by

Winona Harris
winona@npharmacorp.com
June 08, 2030

42. Marketing Report Sample

Marketing is a multi-faceted endeavor that requires the efforts of multiple individuals. A simple [marketing report](#), like the one below, is just one of many vital pieces.

Snapper Advertising

MARKETING REPORT

Prepared for

Peach Clothing Apparel

Prepared by

Sofia Henderson

sofia@snapperadvertising.com

November 13, 2032

43. Investigation Report Sample

Certain events aren't always clear at their outset, which makes documents like the [investigation report](#) very crucial if you want to get to the bottom of what really happened in an organized way.

Virginia Tribune

Investigation Report

Prepared by

Marius Hamilton

marius@virginiatribune.com

July 1, 2027

44. Investigation Report Example

INVESTIGATION REPORT
WADENA COUNTY
COMPLAINT INVESTIGATION

Issue(s):

**Alleged Hostile Work Environment and Retaliation
For Protected Reports of Harassment**

I. PROCEDURAL BACKGROUND

This report documents a complaint investigation initiated by and conducted on behalf of the Wadena County Board of Commissioners ("County Board" or "Board").

- A. On September 12, 2017, the County Board authorized the investigation of a hostile work environment complaint filed on September 1, 2017, by [REDACTED]. The subject to the complaint is Judith Taves ("Taves"), Wadena County Auditor/Treasurer ("A/T"). A/T Taves is alleged to have engaged in a continuing pattern of behavior creating a hostile and harassing work environment for her direct report employees. Taves is also alleged to have terminated a probationary employee after and in retaliation for the filing of the September 1 complaint accusing her of hostile work environment harassment.
- B. The complaint investigation was conducted by Investigator Michelle Soldo of Soldo Consulting, P.C. During the period September 14 to November 6, 2017 witness interviews were conducted and records were received and reviewed. On October 6, 2017, Auditor/Treasurer Taves was interviewed. On November 6, 2017, the investigation record was closed.

II. INVESTIGATION RECORD

The extensive investigation record is cited and discussed in Attachment A. See Attachment A: Summary of the Investigation Record.

- A. The investigation record includes the initial complaint consisting of a letter dated September 1, 2017 from Teamsters Local 320 Business agent Mike Horton and a Teamsters Local 320 Class Action Grievance dated September 6, 2017. The grievance was subsequently withdrawn.¹ See Exhibit 1: Complaint Record.

45. Service Report Sample

For those who are on the lookout for a document to help keep track of service quality, then the [service report](#) is definitely one that you need to take note of.

Sweet Tooth Pastry

Service Report

Prepared by

Sophia Shinoda

sophia@sweettoothpastry.com

December 05, 2030

46. Training Report Sample

How an employee is trained goes a long way in how well they perform at work. For areas of improvement, progress, and other vital success factors, documents like a [training report](#) will always come in handy.

Mega Advertising Firm

Training Report

Prepared by

Jude Riley

jude@megaadvertisingfirm.com

July 25, 2030

47. Budget Report Sample

Remember that even the most well-funded companies need to watch out for their spending. Among the many documents required for this area of business is a [budget report](#).

Pablo's Place

BUDGET REPORT

Prepared by

Jared Bines

jared@pablosplace.com

December 09, 2030

48. Customer Report Sample

Without customers, no company can hope to stay afloat. Documents like a [customer report](#) will ensure that all things customer-centric will be given the right attention by the right people.

Contriveon Solutions

Customer Service Call Report

Prepared by

Larry Kane

lkane@contriveon.com

February 22, 2022

49. Quality Report Sample

Most companies prioritize quality and quantity in equal measure. To ensure the former, documents such as the [quality report](#) will always have a place in the workplace.

GO Safety Inc.

Quality Audit Report

Prepared for

Fanstele Company

Prepared by

Mark Tyron
mark@gosafetyinc.com

December 01, 2028

50. Inventory Report Sample

For businesses with tons of essential items to keep track of, it becomes necessary to have a document like the [inventory report](#).

311 Logistics

Inventory Audit Report

Prepared by

Jay Peele

jay@311logistics.com

June 25, 2025

REPORT FORMAT

In truth, just about every report type or variation out there will have its own specific format. There are even those that become specific to the company or organization that will require them. With that said, however, it is a fact that each report will still contain common elements in its format. Without further ado, let's begin with the first of these common elements.

1. Title Page

To start things off on the right foot, a report must contain its title page. This will serve as an immediate indicator of what it is about and what its intended audience can expect from it. The title page can also be expected to be the first thing written by the person responsible for creating the report.

2. Table of Contents

Most reports are often multi-page documents. Considering how much content each document will contain, it makes sense for reports to have a table of contents close to its beginning. In this way, those readers who are only interested in a specific part of the report can skip right ahead to what they want. Having a table of contents will also help in providing a listed overview of what the report contains from the get-go.

3. Executive Summary

After the title page and the table of contents, we come to the first major section of every report: its executive summary. By definition, an executive summary is a section that serves as a summary for the document as a whole. There are even summaries out there that come in the form of a separate document. The purpose of this summary is to make sure the reader is quickly acquainted with what the report is all about. An executive summary will even have its own set of elements: the statement of the problem, relevant background information, a brief analysis, and its own conclusion.

4. Introduction

Now we come to the introduction. This officially starts off the report in an easy-to-digest manner, with the intent of acclimating the report's readers into the topic before diving into the more detailed information. Like the executive summary, introductions tend to be short and direct compared to most other sections.

5. Analysis

Few reports are complete without an analysis of the information contained within. Having an analysis ensures that the reader does not have to exert too much effort in deciphering what the report's information means. If anything, it serves the purpose of assisting the reader to reach the conclusion in a more rapid manner.

6. Recommendation

Often paired with the analysis, the recommendation section is necessary because this is where the solutions to the problems are placed. Depending on the severity of the problem or even the nature of the report, recommendations may be brief or they can be quite extensive.

7. References

References are necessary for reports that owe their information to external sources. This prevents the one preparing the report from claiming the information as entirely his or her own. It also allows the report's readers the chance to check the original source of information should they be interested in learning more.

FAQs

What are the different types of reports?

In general, there are formal reports, informal reports, internal reports, and external reports

What is the definition of a report?

A report can be defined as a document that presents information in an orderly format for specific purposes and for a specific audience.

How is a report written?

First, you must decide on a purpose. Next, identify whom you are writing the report for and what the topic will be. From there you must outline the report, provide the necessary information, and proofread it.

What is a formal report?

Formal reports are those officially recognized by an organization or company. They often present highly detailed and important information that is often used to help make decisions.

How do you end a report?

To wrap up any kind of report, there are multiple options at your disposal. One is to conclude with a summary of your findings. Another is to include an afterword, or perhaps even a true conclusion. Some may opt not to end with anything conclusive at all.