**Monthly Business Report Template:**

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| **MONTHLY BUSINESS REPORT** | | | | |
| **Name of Business:** | | **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Address:**  **Contact details:**  (telephone)  (fax)  (email) | | **Business report for the month of:** | | |
| Report prepared by: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *name of individual or group members who have prepared the report* | | | |
| Report supervised and approved by: | *name of the respective officer* | | | |
|  | **Parameters**  (mention the important parameters for the monthly business report) | | **Description**  (describe in detail the respective activities) | **Result**  (state the final outcome of the activity and mention if some decision has been taken |
| **Financial status:**  *(Provide monetary details of all transactions including taxes paid, debts, profit or loss made, etc)* | | | | |
| *(signature of concerned authority)* | | | | |
| **Business stamp:**  *(provide an identification seal of the business if applicable)* | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Signature of the approving organization* | | | | |

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