**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)* |
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