

Title of Report

Prepared for

Hupaya Incorporated
Tampa, Florida

Prepared by

Your name Consulting

Date of report (due date)

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Assignment Description: Table of Contents	

List of all sections of the document with the number of the page on which they start. Table of Contents begins on Roman numeral page i. List of Tables and List of Figures should be included on separate pages, and are paginated sequentially after the Table of Contents.

Note: We recommend that you consult tutorials on how to set up a table of contents. If you correctly use headings (Heading 1, Heading 2, Heading 3, etc.), Word will fill in the page numbers for you which will save you time and frustration in the end. The LinkedIn.com tutorial “The wicked easy way to create a table of contents in Word” is wicked easy to follow.

List of Tables

Assignment Description: List of Tables

List all tables used throughout the document, including table number and the page it appears on. Your list of tables should be formatted to match your Table of Contents.

List of Figures

Assignment Description: List of Figures

List all figures used throughout the document, including figure number and the page it appears on. Your list of figures should be formatted to match your Table of Contents.

Executive Summary

Assignment Description: Executive Summary

This part of the document briefly summarizes the problem, context, input information, sources of data, and your recommendation. This section is written for a leadership audience who may only need and have time to get the most important ideas from your document.

- This section begins on its own page, and no part of the executive summary should overlap with any other section of the report.
 - *For example*, if your executive summary is 1.5 pages long, beginning on page 1 and ending on page 2 of your report, you must not begin the next section on the same page that the executive summary ends. Instead, insert a page break and begin your next section on the next page, page 3 in this example.
- The length of the executive summary will vary depending on the length of the report. Typically, the executive summary is 5-10% the length of the report it summarizes. However, if the report is short the executive summary maybe a little longer then 10%. Your executive summary is unlikely to require more than 2 pages.
- The first page of the executive summary is page number 1 of your report.

Introduction

Background Information (title may vary)

Objective (title may vary)

Assignment Description: Introduction

This section should be a brief statement of what this document will address, and how the document will organizationally address those issues (e.g., what are the elements of the document and what will each tell your reader).

Background information – What information have you been given about the case you are evaluating. What does this information tell you and what questions does it bring up.

Objective – This should be a clear, concise explanation regarding what the company needs to accomplish as an end result of making this decision.

Analysis (Presentation of Options, organized by issue OR country)

Assignment Description: Analysis (Presentation of the options – Issue organization OR Country Organization)

In this section, you will present the options that your company has to choose from. You will present the issue facts as based on your research, and must cover issues including but not limited to: **Depreciation approach; tax rate; currency issues; date or calculation – net present worth; additional information necessary for rationale.**

Organizationally, you must determine the best way to present this information. Two common ways to present the information are to: organize by issue, wherein each issue constitutes a heading, and each country is nested as a heading under that; organize by country, wherein each country constitutes a heading, and each issue is nested as a heading under that.

Example organized by issue:

(Ex. Organized by issue)

Depreciation approach

United States

Ireland

Tax rate

United States

Ireland

And so on with the rest of the issues (e.g., Currency issues – USD vs Euro, Date of calculation - Net Present worth, Additional information necessary for rationale

Example organized by country:

(Ex. Organized by country)

United States

Depreciation approach

Tax rate

Currency issues

Net present worth

Etc.

Ireland

Depreciation approach

Tax rate

Currency issues

Net present worth

Etc.

Recommendation and conclusion

Assignment description: Recommendation and conclusion

This is where you will offer a clear and detailed explanation of your recommendation. You will synthesize your information and analysis in order to coherently communicate to readers why/how, based on your analysis, your recommendation is the approach best suited to meeting the objective as described earlier in your report.

Reference List

Assignment description: Reference List

- Include your references here.
- Use APA style.

Appendix A: Appendix Formatting Description

Assignment description: Appendices

- Each item presented in the appendices requires its own appendix.
- Each appendix will be labeled at the top with a title that is formatted as: “Appendix [letter – A, B, C, D...]: Title Descriptive of Content.” (See titles for the appendices in this document for examples.)
- Appendices must be lettered sequentially.
- You will include your calculations used for this report as the first appendix. Multiple appendices for calculations should be used as necessary.
- Additional appendices can be used to include any outside information you have used including charts and tables that can help the reader understand choices you have made. These must be cited correctly.
 - (NOTE: It is permissible to use small elements of the work of others in academic work. However, the rules change when you are publishing or making money from the use of the work of others; at that point permissions from and/or compensation to the original authors may be required.)
- The “correct” number of appendices will depend on a variety of factors determined by the author and their level of thoroughness, detailed reporting, and research.

Appendix B: Widows and Orphans

Widows and Orphans

- *Widows* and *orphans* are terms used in document formatting. You need to be aware of these as you should NOT have them in your finished document.
 - *Widows* refers to titles at the bottom of a page where the information after them starts on the next page.
 - *Orphans* refers to one or two lines of a paragraph left at the bottom of the page with the rest of the paragraph on the next page.
- You may set this up as a word rule but should also review your document after it is completely written and edited to make sure there are no widows and orphans.

Assignment description: Appendices

- Each item presented in the appendices requires its own appendix.
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Appendix C: Title Descriptive of Content

Assignment description: Appendices

- Each item presented in the appendices requires its own appendix.
- Each appendix will be labeled at the top with a title that is formatted as: “Appendix [letter – A, B, C, D...]: Title Descriptive of Content.” (See titles for the appendices in this document for examples.)
- Appendices must be lettered sequentially.
- You will include your calculations used for this report as the first appendix. Multiple appendices for calculations should be used as necessary.
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Appendix D: Title Descriptive of Content

Assignment description: Appendices

- Each item presented in the appendices requires its own appendix.
- Each appendix will be labeled at the top with a title that is formatted as: “Appendix [letter – A, B, C, D...]: Title Descriptive of Content.” (See titles for the appendices in this document for examples.)
- Appendices must be lettered sequentially.
- You will include your calculations used for this report as the first appendix. Multiple appendices for calculations should be used as necessary.
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