

# APPENDIX A

## *Sample Title Page for Report Appendices*

**Report Title:**

Annual Financial Performance Analysis

**Submitted by:**

Alexandra Smith

**Department:**

Finance & Accounting

**Submission Date:**

June 15, 2024

**Appendix Title:**

Detailed Data Tables

**Important Notes:**

- Each appendix should have its own separate title page in the report.
- Clearly label appendices alphabetically (e.g., Appendix A, Appendix B, etc.).
- Include the main report title, your name, department, and appendix-specific title.
- Do not include detailed content or tables on the title page.
- Follow consistent formatting to maintain professionalism throughout your report.