

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.