

Preferred Document Formats for Corporate Reports

Overview

To ensure consistency and compatibility across departments, the following formats are recommended when submitting corporate reports. These formats are widely accepted for their reliability and professional presentation.

Document Formats

Format	File Extension	Description	Recommended Use Cases
Portable Document Format	.pdf	Fixed layout, universally readable, maintains formatting across devices.	Final reports, board presentations, regulatory filings
Word Document	.docx	Editable format for collaborative drafting and review.	Draft reports, internal reviews, working documents
Excel Spreadsheet	.xlsx	Structured data with calculations, charts, and tables.	Financial reports, data analysis appendices
PowerPoint Presentation	.pptx	Slides for visual presentation of report highlights.	Executive summaries, meeting slides, infographics
Text File	.txt	Plain text without formatting, useful for notes and logs.	Supplementary notes, data logs, brief memos

Submission Guidelines

- Ensure all documents use the latest approved templates and branding guidelines.
- Name files clearly with report title and date (e.g., Q2_Financial_Report_2024.pdf).
- For confidential or sensitive reports, apply password protection or encryption as required.
- When submitting reports with multiple file types, include a `README.txt` file summarizing the content.
- Use PDF format for documents intended for official distribution or archiving.

Important Notes

- Always verify compatibility with recipients before sending non-standard formats.
- Regularly back up important corporate reports in universally accessible formats.
- Maintain version control when collaborating on editable files.
- Review privacy and legal compliance for documents containing sensitive information.