

REPORT
DATE 11/11/54
BY John Doe
FOR Mr. Smith
RE Project X

1. PURPOSE
 The purpose of this report is to provide a detailed account of the activities and results of the project during the period from October 1, 1954, to November 10, 1954.

2. SUMMARY
 The project has been completed in accordance with the schedule and budget. The results of the project are as follows:

Item	Quantity	Value
Materials	100	\$100.00
Labor	200	\$200.00
Overhead	100	\$100.00
Total	400	\$400.00

3. DETAILED ACCOUNT
 The project was initiated on October 1, 1954, and was completed on November 10, 1954. The project was carried out in accordance with the schedule and budget. The results of the project are as follows:

Item	Quantity	Value
Materials	100	\$100.00
Labor	200	\$200.00
Overhead	100	\$100.00
Total	400	\$400.00

Item	Quantity	Value
Materials	100	\$100.00
Labor	200	\$200.00
Overhead	100	\$100.00
Total	400	\$400.00

4. CONCLUSION
 The project has been completed in accordance with the schedule and budget. The results of the project are as follows:

5. SIGNATURE
John Doe
 Project Manager