

Company Report Cover Approval Checklist

Report Details

Report Title	
Department	
Date	
Prepared By	

Approval Checklist

Item	Checked	Remarks
Company logo is correctly placed		
Report title is accurate and complete		
Date is correct and in standard format		
Department name is present and correct		
Author/preparer's name is shown		
Document version/revision is stated		
Confidentiality status indicated		

Signatures

Prepared by:

Date:

Reviewed by:

Date:

Approved by:

Date:
