Department - Finance



Financial Statements
Budget & Bookkeeping records
Forecast
Tax return report
Payroll report/records
Financial policies & procedures
Cash flow report
Accounts payable/ receivable report
Capital expenditure plan

Department - Sales & Marketing



Sales plan
Marketing plan
Customer profiles
Competitive analysis
Product catalog
Sales collateral
Advertising plan
Lead generation Plan
Sales Forecast

Department - Human Resource



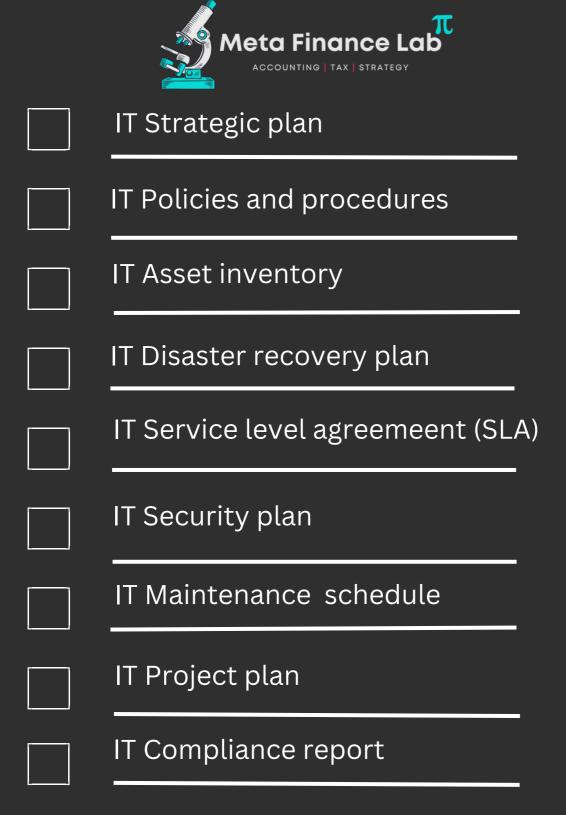
Employee handbook
Job descriptions
Employee contracts
Performance evaluations
Employee files
Benefits enrollment forms
Time-off request forms
Employee complaint forms
Compliance documents

Department - Operations



Business process flowcharts
Standard operating procedures (SOPs)
Work instructions
Production schedule
Inventory management plan
Capacity utilization report
Maintenance schedule
Logistics plan
Health and safety plan

Department - Information Technology



Department - Legal



Shareholder agreement
Legal Research
Legal briefs and memorandum
Litigation documents
Intellectual property documents
Compliance documents
Insurance policies
Legal correspondence
Legal briefs

Department - Customer Service



Service level agreement (SLA)
Customer service scripts
Customer feedback forms
Customer complaint forms
Knowledge base
Escalation procedures
Training manuals
Customer Service metrics
Customer service reports





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