

Business Documentation Template Example

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Executive Summary

This document demonstrates the features and capabilities of the custom business documentation class. It provides a consistent styling framework for all business documents, ensuring professional presentation and brand coherence across the entire documentation suite.

1 Introduction

This template provides comprehensive styling for business documents with UK English spelling throughout. The class includes custom environments, financial formatting, and professional visualisation capabilities.

1.1 Key Features

- Consistent corporate branding with predefined colours
- Professional typography using TeX Gyre fonts
- Integrated bibliography management
- Custom environments for key points, risks, and opportunities
- Financial formatting commands
- TikZ/PGF integration for diagrams
- Cross-referencing support

2 Using Custom Environments

Key Point

This is a key point box that highlights important information. It uses corporate colours and maintains consistent styling across all documents.

Risk Assessment

Risk assessments can be highlighted using this specialised environment. The red accent colour draws attention to potential challenges.

Opportunity

Opportunities are presented in green-accented boxes, providing visual distinction for positive aspects and growth potential.

3 Financial Formatting

The template includes commands for properly formatting financial figures:

- Revenue target: £2500000
- European expansion: €1,800,000
- US market opportunity: \$3,200,000

4 Visual Elements

4.1 KPI Display



4.2 Process Diagram

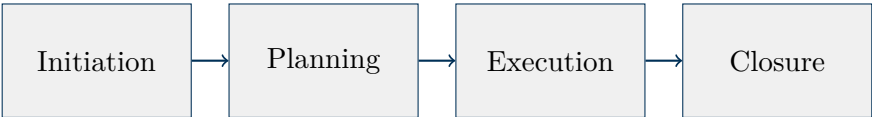


Figure 1: Project lifecycle phases

5 Cross-References

The template supports intelligent cross-referencing. For example, Figure 1 shows the project lifecycle phases. This functionality extends to all document elements including sections, tables, and equations.