

# The Sullivan Business Report LaTeX Template

*A professional layout featuring a large margin  
and examples of typical business report content*

Template created by:  
Vel ([vel@latextemplates.com](mailto:vel@latextemplates.com))

May 5, 2022

# Disclaimer

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent porttitor arcu luctus, imperdiet urna iaculis, mattis eros. Pellentesque iaculis odio vel nisl ullamcorper, nec faucibus ipsum molestie. Sed dictum nisl non aliquet porttitor. Etiam vulputate arcu dignissim, finibus sem et, viverra nisl. Aenean luctus congue massa, ut laoreet metus ornare in. Nunc fermentum nisi imperdiet lectus tincidunt vestibulum at ac elit.

# Copyright

© [Year] [Company]

Copyright notice text... In hac habitasse platea dictumst. Curabitur mattis elit sit amet justo luctus vestibulum. In hac habitasse platea dictumst. Pellentesque lobortis justo enim, a condimentum massa tempor eu. Ut quis nulla a quam pretium eleifend nec eu nisl. Nam cursus porttitor eros, sed luctus ligula convallis quis.

# Contact

Address Line 1  
Address Line 2  
Address Line 3

Business Number 123456

Contact: name@company.com

# Changelog

v1.0	20XX-02-05	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent porttitor arcu luctus, imperdiet urna iaculis, mattis eros.
v1.1	20XX-02-27	Pellentesque iaculis odio vel nisl ullamcorper, nec faucibus ipsum molestie.
v1.2	20XX-03-15	Sed dictum nisl non aliquet porttitor.

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# 1 Section Title

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam auctor mi risus, quis tempor libero hendrerit at. Duis hendrerit placerat quam et semper. Nam ultricies metus vehicula arcu viverra, vel ullamcorper justo elementum. Pellentesque vel mi ac lectus cursus posuere et nec ex. Fusce quis mauris egestas lacus commodo venenatis. Ut at arcu lectus. Donec et urna nunc. Morbi eu nisl cursus sapien eleifend tincidunt quis quis est. Donec ut orci ex. Praesent ligula enim, ullamcorper non lorem a, ultrices volutpat dolor. Nullam at imperdiet urna. Pellentesque nec velit eget est pretium.<sup>1</sup>

Donec in elit ac ante vestibulum rhoncus. Pellentesque ligula tortor, aliquet malesuada nulla tristique vitae. Aliquam mi sem, varius eu pellentesque et, tristique nec quam. Vestibulum pellentesque in dui et venenatis. Sed malesuada elit pellentesque sapien aliquet porta. In at facilisis diam. Duis id ante tellus.<sup>2</sup>

<sup>1</sup>This is a sidenote. This template features a large margin specifically so you can put notes, figures, tables and other things into it as additional material to the main content in the text block.

## 1.1 Subsection Title

In diam libero, vulputate quis accumsan non, auctor in ipsum. Praesent cursus velit eget lacus sodales porta. Proin quis risus ut velit euismod scelerisque ut sed neque. Cras sagittis, dolor ac ullamcorper auctor, tortor dui facilisis diam, at sagittis nisi ipsum a neque. Nullam vel mattis nisi. Ut interdum ut diam at ornare. Nulla ultrices elit justo, vitae tristique massa vulputate sit amet.

<sup>2</sup>This sidenote has been pushed down the page manually with an optional parameter, otherwise it would be right under the one above.

Vestibulum erat felis, cursus vitae convallis ac, commodo eu nisi. Nulla facilisi. Mauris dignissim nisi felis, a mollis ex accumsan vel. Suspendisse bibendum vitae nibh in suscipit. Vestibulum et finibus eros. Nulla facilisi. Cras luctus aliquam finibus. In nec justo nec orci malesuada faucibus.

This sidenote isn't numbered in the text or margin. This is useful for notes that apply anywhere on the page instead of one particular place.

### 1.1.1 Subsubsection Title

*This is an example of a full width paragraph...* Curabitur id placerat orci. Vivamus pulvinar augue ac feugiat blandit. Donec in ultricies mi. Nam eu lacus ac augue aliquet consectetur. Praesent dui risus, sollicitudin nec felis ut, posuere ultricies dolor. Sed massa nulla, dignissim eget sem sit amet, eleifend fermentum dui. Phasellus consequat sem vel turpis finibus, a aliquam risus malesuada.

Maecenas consectetur metus at tellus finibus condimentum. Proin arcu lectus, ultrices non tincidunt et, tincidunt ut quam.

Integer luctus posuere est, non maximus ante dignissim quis. Nunc a cursus erat. Curabitur suscipit nibh in tincidunt sagittis. Nam malesuada vestibulum quam id gravida. Proin ut dapibus velit. Vestibulum eget quam quis ipsum semper convallis. Duis consectetur nibh ac diam dignissim, id condimentum enim dictum. Nam aliquet ligula eu magna pellentesque, nec sagittis leo lobortis. Aenean tincidunt dignissim egestas. Morbi efficitur risus ante, id tincidunt odio pulvinar vitae.

**Paragraph Title** Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam auctor mi risus, quis tempor libero hendrerit at. Duis hendrerit placerat quam et semper. Nam ultricies metus vehicula arcu viverra, vel ullamcorper justo elementum. Pellentesque vel mi ac lectus cursus posuere et nec ex.

The section titles below show how multi-line section titles look at the 3 top levels.

## 2 Fusce eleifend porttitor arcu, id accumsan elit pharetra eget

Lorem ipsum dolor sit amet, consectetur adipiscing elit.

### 2.1 Phasellus sit amet enim efficitur, aliquam nulla id, lacinia mauris viverra libero ac magna

Lorem ipsum dolor sit amet, consectetur adipiscing elit.

#### 2.1.1 In mi mauris, finibus non faucibus non, imperdiet nec leo. In erat arcu, tincidunt nec aliquam et, volutpat eget

Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Section, subsection and subsubsection titles can span multiple lines, as shown here. Make sure to put a shorter version of these long titles in the optional parameter to the section commands so the title output to the table of contents is the short version.

## 3 Font Examples

### 3.1 Font Sizes

`\tiny \scriptsize \footnotesize \small  
\normalsize`

`\large \Large \LARGE \huge \Huge`

The default font size for the document is 12pt, represented by `\normalsize`. The standard LaTeX font size commands modify this to be smaller or larger as needed.

## 3.2 Font Families

IBM Plex Sans Text

IBM Plex Serif Text

IBM Plex Mono Text

The sans family is the default, as is standard in the business world. Use the serif family to accentuate text, such as for quotations. The mono family is best used where it's important that all characters are the same width, such as for numbers in a table or for code.

## 3.3 Font Weights

ExtraLight Light Normal **SemiBold Bold**

## 3.4 Condensed Fonts

Plex Sans Normal

Plex Sans Condensed

Condensed fonts can be useful if horizontal space is at a premium. You might want to use the condensed font in a wide table.

# 4 Quotations

Proin mollis urna posuere fringilla. Curabitur finibus, neque vitae vestibulum vestibulum, dolor sapien tincidunt augue, vel porta mauris metus nec mauris. Integer erat magna, porta id erat sed, lacinia volutpat erat. Nulla fermentum tellus arcu, eu iaculis ipsum malesuada aliquam. Duis et lacus maximus, consectetur metus et, eleifend arcu. Vestibulum condimentum diam vitae diam tincidunt viverra.

*“Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent porttitor arcu luctus, imperdiet urna iaculis, mattis eros. Pellentesque iaculis odio vel nisl ullamcorper, nec faucibus ipsum molestie. Sed dictum nisl non aliquet porttitor. Etiam vulputate arcu dignissim, finibus sem et, viverra nisl. Aenean luctus congue massa, ut laoreet metus ornare in.”*

— John Smith, 1972

*“Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent porttitor arcu luctus, imperdiet urna iaculis, mattis eros. Pellentesque iaculis odio vel nisl ullamcorper, nec faucibus ipsum molestie.”*

— John Smith, 1972

Suspendisse tempus odio sit amet volutpat suscipit. Pellentesque ornare libero lacus, non fringilla dolor placerat in. Ut maximus ullamcorper lectus, a pharetra mi sagittis aliquet. Scelerisque augue sed mi fringilla, vel dapibus ligula finibus. Sed ornare velit sem, ac venenatis velit dignissim. Vestibulum ultrices mi at tincidunt condimentum.

## 5 Table Examples

This statement automatically references the table below using its label: Table 2.

**Table 2: Text block table caption.**

Prospect	Industry	Revenue
Gerlach Inc	Business Development	\$3M
Doyle and Sons	Law	\$1M
Heathcote Group	Consulting	\$12M
Goyette Inc	Advertising	\$5M
Holzdeppe GmbH	Manufacturing	\$23M
Bienias AG	Accounting	\$2.5M

**Table 1: Margin table caption.**

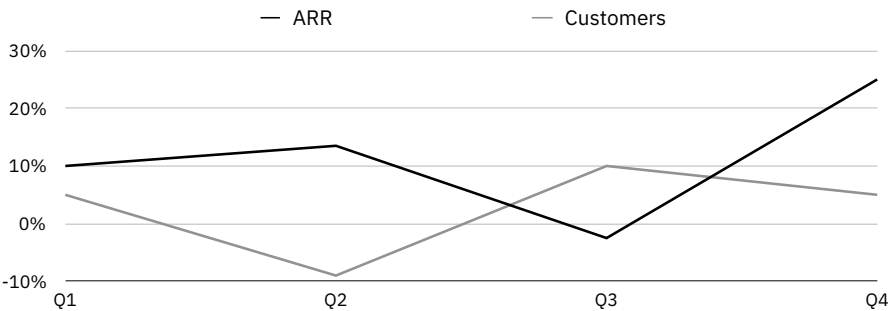
Year	Qtr.	Perf.
20XX	Q1	0.5%
20XX	Q2	26.5%
20XX	Q1	35.4%
20XX	Q4	41.3%

**Table 3: Full width table caption.**

#	Prospect	Industry	Revenue	Employees
1	Gerlach Inc	Business Development	\$3M	65
2	Doyle and Sons	Law	\$1M	15
3	Heathcote Group	Consulting	\$12M	250
4	Goyette Inc	Advertising	\$5M	100
5	Holzdeppe GmbH	Manufacturing	\$23M	75
6	Bienias AG	Accounting	\$2.5M	40

## 6 Figure Examples

This statement automatically references the figure below using its label: Figure 2.



**Figure 2: Text block figure caption.**



**Figure 1: Margin figure caption.**

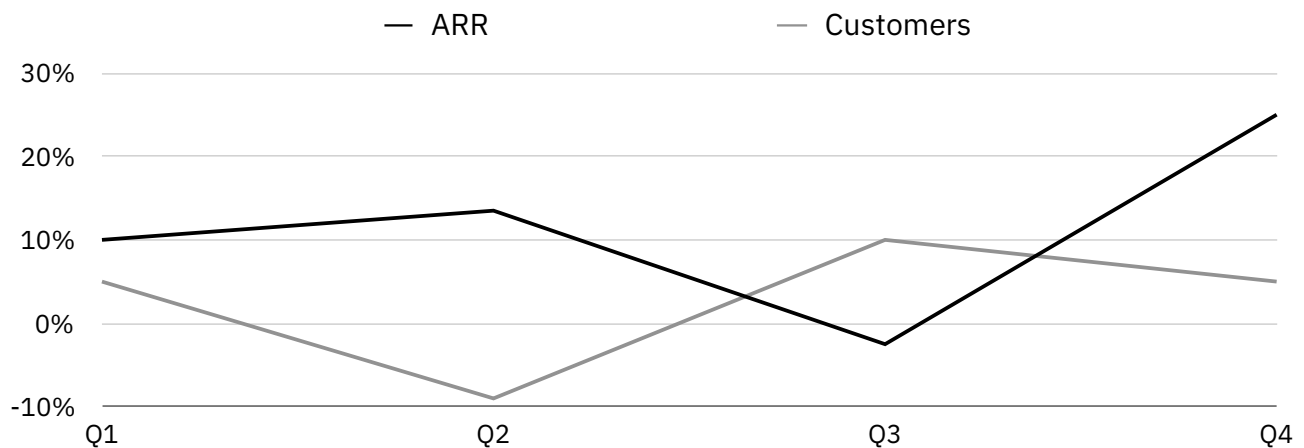


Figure 3: Full width figure caption.

## 7 List Examples

### 7.1 Bullet Point List

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent porttitor arcu luctus, imperdiet urna iaculis, mattis eros. Pellentesque iaculis odio vel nisl ullamcorper, nec faucibus ipsum molestie. Sed dictum nisl non aliquet porttitor.

- First bullet point item
  - First indented bullet point item
  - Second indented bullet point item
    - First second-level indented bullet point item
    - Second second-level indented bullet point item
  - Third indented bullet point item
- Second bullet point item
- Third bullet point item

Etiam vulputate arcu dignissim, finibus sem et, viverra nisl. Aenean luctus congue massa, ut laoreet metus ornare in. Nunc fermentum nisi imperdiet lectus tincidunt vestibulum at ac elit. Nulla mattis nisl eu malesuada suscipit.

### 7.2 Numbered List

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent porttitor arcu luctus, imperdiet urna iaculis, mattis eros. Pellentesque iaculis odio vel nisl ullamcorper, nec faucibus ipsum molestie. Sed dictum nisl non aliquet porttitor.

Bullet point lists can also be created in the margin. For these, we can remove the usual left margin to increase the available horizontal space:

- Bullet item one.
- Bullet item two.
- Bullet item three.

Numbered lists can also be created in the margin. For these, we can remove the usual left margin to increase the available horizontal space:

1. Numbered item one.
2. Numbered item two.
3. Numbered item three.



1. First numbered item
  - a. First indented numbered item
  - b. Second indented numbered item
    - i. First second-level indented numbered item
    - ii. Second second-level indented numbered item
  - c. Third indented numbered item
2. Second numbered item
3. Third numbered item

Etiam vulputate arcu dignissim, finibus sem et, viverra nisl. Aenean luctus congue massa, ut laoreet metus ornare in. Nunc fermentum nisi imperdiet lectus tincidunt vestibulum at ac elit. Nulla mattis nisl eu malesuada suscipit.

### 7.3 Description List

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent porttitor arcu luctus, imperdiet urna iaculis, mattis eros. Pellentesque iaculis odio vel nisl ullamcorper, nec faucibus ipsum molestie. Sed dictum nisl non aliquet porttitor.

Description lists can also be created in the margin:

- A1** Description item one.
- B1** Description item two.
- C1** Description item three.

**Item One** Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent porttitor arcu luctus, imperdiet urna iaculis, mattis eros. Pellentesque iaculis odio vel nisl ullamcorper, nec faucibus ipsum molestie.

**Item Two** Sed dictum nisl non aliquet porttitor.

**Subitem** Maecenas consectetur metus at tellus finibus condimentum. Proin arcu lectus, ultrices non tincidunt et, tincidunt ut quam. Integer luctus posuere est, non maximus ante dignissim quis.

**Subsubitem** Maecenas consectetur metus at tellus finibus condimentum. Proin arcu lectus, ultrices non tincidunt et, tincidunt ut quam. Integer luctus posuere est, non maximus ante dignissim quis.

**Item Three** Etiam vulputate arcu dignissim, finibus sem et, viverra nisl. Aenean luctus congue massa, ut laoreet metus ornare in. Nunc fermentum nisi imperdiet lectus tincidunt vestibulum at ac elit. Nulla mattis nisl eu malesuada suscipit.

Etiam vulputate arcu dignissim, finibus sem et, viverra nisl. Aenean luctus congue massa, ut laoreet metus ornare in.

# 8 Referencing Citations

This statement requires citation [1].

This statement requires multiple citations [1, 2].

This short citation is in the margin<sup>3</sup>.

This long citation is in the margin<sup>4</sup>.

This statement has an in-text citation: Jones and Smith [1].

<sup>3</sup>Smith and Jones [2]

<sup>4</sup>A. B. Jones and J. M. Smith. “Article Title”. In: *Journal title* 13.52 (Mar. 2024), pp. 123–456. DOI: 10.1038/s41586-021-03616-x

# 9 Link Examples

This is a URL link: DuckDuckGo.

This is a email link: example@example.com.

This is a monospaced URL link: `https://duckduckgo.com`.

Links can be clicked in the PDF to navigate to the linked website or email address.

# 10 Equation

$$\cos^3 \theta = \frac{1}{4} \cos \theta + \frac{3}{4} \cos 3\theta \tag{1}$$

This statement automatically references the equation above using its label: Equation 1.

# 11 International Support

àáâãäåæçèéêëìíîïðñòóôõöøùúûüýÿñçšž  
ÀÁÂÃÄÅÆÇÈÉÊËÌÍÎÏÐÑÒÓÔÕÖØÙÚÛÜÝŸÑ  
ßÇÆĀĖČŠŽ

Plex is a very high quality typeface produced by IBM. It includes extensive international support and characters.

# 12 Displaying Code

The block below is a code listing. It displays code in an easy to use way with line numbers for quick reference to specific parts of the code.

```
1 {  
2   "city": [  
3     {  
4       "id": 1,  
5       "name": "Toronto",  
6       "country": "Canada",  
7       "population": 6200000  
8     },  
9     {  
10      "id": 2,  
11      "name": "New York",  
12      "country": "United States of America",  
13      "population": 8800000  
14    }  
15  ]  
16 }
```

## Reference List

- [1] A. B. Jones and J. M. Smith. “Article Title”. In: *Journal title* 13.52 (Mar. 2024), pp. 123–456. DOI: 10.1038/s41586-021-03616-x.
- [2] J. M. Smith and A. B. Jones. *Book Title*. 7th. Publisher, 2023.

# Appendices

## A Appendix Section

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## B Appendix Section

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## C Appendix Section

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam auctor mi risus, quis tempor libero hendrerit at. Duis hendrerit placerat quam et semper. Nam ultricies metus vehicula arcu viverra, vel ullamcorper justo elementum. Pellentesque vel mi ac lectus cursus posuere et nec ex. Fusce quis mauris egestas lacus commodo venenatis. Ut at arcu lectus. Donec et urna nunc. Morbi eu nisl cursus sapien eleifend tincidunt quis quis est. Donec ut orci ex. Praesent ligula enim, ullamcorper non lorem a, ultrices volutpat dolor. Nullam at imperdiet urna. Pellentesque nec velit eget euismod pretium.