[Company Name]

PROPOSAL AND MARKETING PLAN
[Subtitle]

CHAPTER |**1**   1

[Company Name] Marketing Plan
[Subtitle]

HOW TO USE THIS REPORT TEMPLATE

Change the information on the cover page to reflect your report. For the body of the report, use styles such as headings 1 through 5, body text, block quotations, list bullets, and list numbers from the styles list.

This report template is complete with styles for a Table of Contents and an Index. On the **References tab**, click the table or index you want to insert, and then choose the options you want.

The index field collects index entries specified by XE. To insert an index entry field, select the text to be indexed. On the **References tab**, in the Index group, click **Mark Entry**.

> Tip: You can also open the **Mark Index Entry** dialog box more quickly by pressing ALT+SHIFT+X. The dialog box stays open so that you can mark index entries..

In addition to producing reports, this template can be used to create proposals and reports.

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