

**Status Report Template**

***Company Name Here***

**As on: DD/MM/YYYY**

***Status Report***

Address Line 1

Address Line 2

Phone: 555-555-5555

Website: www.abc.com

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| **Tasks** | **%age of Completion** | **Duration** | **Start Date** | **Finish Date** | **Resources Used** |
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*This report shows outstanding tasks, tasks completed since the last Status Update Report and tasks due for completion before the next Report.*

**Signatures:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submitted BY:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name and Designation)