

Annual Report

Employees

Who worked here over the course of the year? Who was hired? Who left?
Who received special training or education?

Capital equipment and services

What equipment or service contracts did you add? Why?
What equipment or service contracts did you remove or cancel? Why?
What equipment or systems were repaired, changed, or overhauled?

Performance

How much work did you do?
What circumstances affected the volume of work that you did?

Customers

What customers did you serve? Which were new? Which were repeat? Which customers were lost?