

Sample Executive Summary

Mission Statement

The mission of Acme Office Furniture Store is to successfully supply businesses of all sizes with their office furniture needs. The company's customer-oriented mission is stated in our Corporate Promise:

- Offer a diverse profile of office furniture, from simple to high-end pieces, at competitively low prices
- Provide excellent customer service through knowledgeable, friendly, and helpful sales people
- Provide sufficient replacements, repairs, and refunds for any dissatisfied customers

This mission will carry these principles of the company onto the retail floor, as well as into the e-commerce environment.

Objective

Acme Office Furniture Store's primary objective is to be a competitive player in the office furniture market. Currently, the majority of sales traffic comes from local businesses and some outlying areas already under contract with the company on the e-commerce side. As new expansion is under way to establish two more stores in Banksville, MA and Georgeville, MA, Acme intends to also promote their online sales division through aggressive internet marketing, and local cable advertising. This expansion will enable Acme to realize substantial sales growth over the next five years so that it can achieve specific financial objectives:

- Increase potential client base from thousands to millions by increasing exposure from local to national markets
- Increase sales revenue, margins and profitability
- Break even by the end of year one, and increase profitability every year for the next four years

Company Information

Acme Office Furniture Store started in the garage of Michael J. Banks. Starting with custom-made furniture sold by word-of-mouth and over the Internet, Michael developed his skills and built his business until he was able to afford a manufacturing warehouse, where all furniture is now constructed.

The newly developed retail store, as well as the manufacturing plant and e-commerce division, employ a total of 113 employees.

Growth Highlights

Over the past five years, Acme Office Furniture Store has grown from a small corner store to an entire sales floor with an average increase in revenue of 37% each year. In 2012, Acme grossed \$98,000 from the retail floor, in addition to another \$86,000 from e-commerce alone.

Products

Acme provides a wide range of office furniture solutions, from a full line of ergonomically designed office chairs, to their Standard and Executive lines of quality desks, as well as cubicles, artwork, and more. Overall, Acme Office Furniture Supply meets the following office furniture needs:

- Desks
- Chairs
- Cabinets
- Storage furniture
- Seating
- Tables
- Accents and accessories

What Is An Executive Report

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Table of Contents What Is An Executive Report

1. Understanding the eBook What Is An Executive Report
 - The Rise of Digital Reading What Is An Executive Report
 - Advantages of eBooks Over Traditional Books
2. Identifying What Is An Executive Report
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an What Is An Executive Report
 - User-Friendly Interface
4. Exploring eBook Recommendations from What Is An Executive Report
 - Personalized Recommendations
 - What Is An Executive Report User Reviews and Ratings
 - What Is An Executive Report and Bestseller Lists
5. Accessing What Is An Executive Report Free and Paid eBooks
 - What Is An Executive Report Public Domain eBooks
 - What Is An Executive Report eBook Subscription Services
 - What Is An Executive Report Budget-Friendly Options
6. Navigating What Is An Executive Report eBook Formats

- ePub, PDF, MOBI, and More
- What Is An Executive Report Compatibility with Devices
- What Is An Executive Report Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of What Is An Executive Report
 - Highlighting and Note-Taking What Is An Executive Report
 - Interactive Elements What Is An Executive Report
- 8. Staying Engaged with What Is An Executive Report
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers What Is An Executive Report
- 9. Balancing eBooks and Physical Books What Is An Executive Report
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection What Is An Executive Report
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine What Is An Executive Report
 - Setting Reading Goals What Is An Executive Report
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of What Is An Executive Report
 - Fact-Checking eBook Content of What Is An Executive Report
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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