



TYPES OF DOCUMENTS CREATED IN BANKING INDUSTRY

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- Customer Profiles
 - Account Opening Forms
 - Welcome Letters
 - Deposit Ledgers
 - Customer Bank Statements
 - Credit Reports
 - Letter of Credit
 - Loan Agreements
 - Mortgage Assessment Reports
 - Risk Assessment Reports
 - Pre Advice Documents
 - Bank Guarantee
 - Receipts
 - Notification Letters
 - Bank Income Statements
 - Balance Sheets
 - Investment Proposals
 - Partnership Contracts
 - Procurement Agreements
 - Press Releases
 - Sales Reports
 - Tax Returns
 - Compliance Reports
 - Budget Proposals



TYPES OF DOCUMENTS CREATED IN ENERGY INDUSTRY

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- Customer Profiles
 - Application Forms
 - Approval Letters
 - Assessment Reports
 - Site Inspection Reports
 - Customer Bills
 - Apology Notifications
 - Complaint Tickets
 - Complaint Resolution Report
 - Feedback Reports
 - Invoices
 - Contracts
 - Procurement Orders
 - Receipts
 - Sales Reports
 - Budgets
 - Proposals
 - Customer Reminders
 - Financial Statements
 - Audit Reports



TYPES OF DOCUMENTS CREATED IN GOVERNMENT INSTITUTIONS

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- Audit Reports
 - Compliance Reports
 - Compliance Guidelines
 - Social Service Cases
 - Bid Invitations
 - Lists of Pre Approved Suppliers
 - Procurement Agreements
 - Contracts
 - Shortlists
 - Employee Records
 - Recruitment Documents
 - Approval and Denial Letters
 - Bylaws
 - Ordinances
 - Certificates and Licenses
 - Proposals
 - Tax Documents
 - Budgets
 - Financial Reports
 - Investigation Reports
 - Judgments
 - Press Releases
 - Advertisements
 - Warning Letters
 - Schedules
 - Notices and Public Announcements



TYPES OF DOCUMENTS CREATED IN HEALTHCARE INDUSTRY

- Patient Medical Records
 - Laboratory/Diagnostics Results
 - Patient Medical Bill
 - Prescriptions
 - Discharge Summary
 - Mental State Examination Reports
 - Operation Reports
 - Medical Procedure Consent Forms
 - Admission Forms
 - Advanced Directives
 - Reports for Insurance Claims
 - Surgery Checklist
 - Incident Reports
 - Work Schedule Reports
 - Change of Shift Reports
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TYPES OF DOCUMENTS CREATED IN HR INDUSTRY

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- Job Description
 - Job Adverts
 - Applicant Profiles
 - Job Offer Letter
 - Training Manuals
 - Employee Profiles
 - Training Schedules
 - Performance Assessment
 - Work Schedules
 - Internal Memos
 - Benefits/Allowance Records
 - Leave Requests and Approval Letters
 - Payroll
 - Travel Schedule and Expense
 - Time and Attendance Sheet
 - Warning Letter
 - Termination Letter
 - Survey forms
 - Survey Report
 - Incident Report
 - Employee end of day Report
 - Employee Complaint
 - Exit Interview Report
 - Recommendation letter
 - Non-disclosure Agreements
 - Non-compete Agreements



TYPES OF DOCUMENTS CREATED IN INSURANCE INDUSTRY

- Insurance Proposals
 - Insurance Quotes
 - Customer Profiles
 - Claims Documents
 - Policy Documents
 - Insurance Certificates
 - Introduction Letters
 - Adjuster's Reports
 - Response Emails
 - Underwriter's Reports
 - Evidence Explanation Letters
 - Regulatory Reports
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TYPES OF DOCUMENTS CREATED IN LEGAL INDUSTRY

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- Legal Notices
 - Invoices
 - Lien Document
 - Demand for Payment
 - Letter of Intent
 - Loan Agreements
 - Promissory Note
 - Bills of Sale
 - Purchase Agreement
 - Affidavits
 - Financial Affidavits
 - Employment Contract
 - Non-Disclosure Agreements
 - Non-Compete Agreements
 - HIPAA Agreements
 - Indemnity Agreements
 - Living Wills
 - Last Will and Testament
 - Child Medical Consent Form
 - Advanced Directive
 - DNR Form
 - Divorce Agreement
 - Custody Agreement
 - Adoption letter
 - Prenuptial Agreement
 - Business Contracts
 - Contract Renewal

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- Contract Amendments
 - Arbitration Agreements
 - Partnership Agreements
 - Terms and Conditions of Use
 - Licensing Agreement
 - Cease and Desist Letters
 - Articles of Incorporation
 - Power of Attorney
 - Revocation of Power of Attorney
 - Eviction Orders
 - Lease Agreements
 - Early Lease Termination Letter
 - Pay or Vacate Notice
 - Mortgage Deed



TYPES OF DOCUMENTS CREATED IN MANUFACTURING INDUSTRY

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- Customer Lists
 - Customer Purchase History
 - Customer Feedback Reports
 - Inventory Lists
 - Maintenance Reports
 - Maintenance Schedule
 - Product Research and Development Documents
 - Invoices
 - Purchase Orders
 - Sales Reports
 - Service Contracts
 - Finance Statements
 - Tax Records
 - Human Resource Documents
 - Employee Profiles
 - Compliance Reports
 - Transport and Delivery Schedules
 - Production Documents
 - Batch Records
 - Master Formulas and Processing Instructions
 - Regulatory Compliance Reports
 - Health and Safety Check Reports
 - Incident Reports