**Board paper template**

**Board of XYZ Company**

**Board paper: number xx**

**Meeting date:**

**Relevant strategic objective:**

**Owner/presenter:**

**Item for:** Information/Discussion/Decision

**Title (for example)**

**CAPEX PROPOSAL FOR PLANT UPGRADE**

*Suggested headings/information to provide*

**Executive summary**

**Purpose**

**Background**

**Supporting information**

**Proposed budgetary implications**

**Resolution:**

*That the board directs management to…*