WEEKLY OPERATIONS REPORT · SAMPLE DATA

Delivery performance, week 47

Fernhill Logistics (fictional) · 17–23 November 2026 · Prepared 23 Nov 2026 by an operations agent from warehouse exports

> On-time delivery held steady across most depots. Late deliveries concentrated in three coastal sites where a carrier changed its collection window midweek. The agent recommends confirming the new window before next week's schedule is published.

96.1%	28	3	0
On-time deliveries	Depots reporting	Sites flagged for review	Missing exports

What changed this week

Coastal depots 2, 4 and 5 recorded the highest share of late orders. Each site shares the same regional carrier, which moved its afternoon collection forward by ninety minutes on Wednesday.

Other regions show normal week-to-week variation. No depot exceeded its late-order threshold for a second consecutive week.

- Carrier collection window changed on Wednesday
- Late orders clustered after the change
- No data gaps in warehouse exports

Recommended next steps

Confirm the revised collection window with the carrier and update depot cut-off times. Re-run this report after one full week on the new schedule to see whether late orders return to baseline.

- Owner: regional operations lead
- Review date: 30 November 2026

How this report was produced

An agent read the week's warehouse exports, calculated the figures shown here and wrote the narrative sections. It then sent the finished fields as JSON to a saved report template. The template controls layout, typography, table headers that repeat on each page and the running footer. The agent does not lay out pages.

Depot detail

Depot	Orders	Late	Late share	Trend
North depot 1	1,043	11	1.1%	Stable
South depot 1	478	6	1.3%	Improving
East depot 1	572	25	4.4%	Improving
West depot 1	498	34	6.8%	Improving
Central depot 1	456	7	1.5%	Stable
Coastal depot 1	1,236	6	0.5%	Improving
North depot 2	565	37	6.5%	Stable

Depot	Orders	Late	Late share	Trend
South depot 2	501	38	7.6%	Stable
East depot 2	837	42	5.0%	Improving
West depot 2	506	38	7.5%	Improving
Central depot 2	1,192	5	0.4%	Improving
Coastal depot 2	475	37	7.8%	Improving
North depot 3	973	28	2.9%	Improving
South depot 3	621	38	6.1%	Needs review
East depot 3	750	8	1.1%	Improving
West depot 3	764	25	3.3%	Stable
Central depot 3	508	38	7.5%	Stable
Coastal depot 3	801	33	4.1%	Improving
North depot 4	1,255	22	1.8%	Stable
South depot 4	1,308	25	1.9%	Needs review
East depot 4	888	13	1.5%	Improving
West depot 4	547	38	6.9%	Needs review
Central depot 4	1,393	23	1.7%	Stable
Coastal depot 4	969	40	4.1%	Stable
North depot 5	621	34	5.5%	Stable
South depot 5	717	23	3.2%	Improving
East depot 5	1,381	28	2.0%	Stable
West depot 5	538	37	6.9%	Improving

Sample data for demonstration. Figures are generated for this example and do not describe a real company.