

Instructions

01

Choose and click a file to download the template.

02

If you select a Google Sheet format, you will be prompted to make a copy of the file.

03

If you select a Microsoft Excel format, you will be prompted to make a copy of the file.

04

Open the copied or downloaded template, and start using or customizing it.

05

The downloaded template is yours to keep or print as needed.

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Contact our Customer Support Team if you need further assistance.