

# Instructions

1

Choose and click the file format to download the template.

2

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

3

If you select Microsoft Excel, the downloaded file will be added to your computer's Download folder.

4

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

5

The template is yours to keep and print as needed.

6

Contact our Customer Support Team if you need further assistance.