

# INSTRUCTIONS

1

Choose and click a file format to download the template.

2

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

3

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

4

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

5

The template is yours to keep or print as needed.

6

Contact our Customer Support Team if you need further assistance.