

# Instructions

- 01

Choose and click a file format 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 Microsoft Excel, the downloaded file will be added to your computer's Downloads folder.

- 04

Open the copied or downloaded template, and start using or customizing it.
- 05

The template is yours to keep or print as needed.

