

INSTRUCTIONS

- 1** Choose and click a 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 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 chat support team if you need further assistance.