

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 a software-based program, 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.

Choose File Format



MS EXCEL



GOOGLE SHEETS

