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 software-based format, 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.

