

Internal Process & Standard Operating Procedure

Use this template to outline an internal process for your team and identify the problem it solves. Learn more about this template.

Purpose:

[In one sentence, explain the purpose of this Card. Example: How to service customers who call in with a billing question.

Related Topics:

- [Insert related Guru Card Links]
- [Insert related Guru Card Links]
- [Insert related Guru Card Links]

Context:

In one sentence, explain the appropriate way to use this Card's knowledge so the user knows how it relates to the above purpose.]

How To [Insert Process Here]

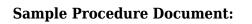
[Replace this section with instructions for the internal process, including a numbered list for a sequential process.]

- Step one instructions here
- Step two instructions here
- Step three instructions here
- Step four instructions here

For more information, contact linsert contact information for additional information on this process).

Sample Procedure Document

PT Brinkman



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