

Reusable Template Version Card

FOUR WORKSHEETS / ONE FOCUSED SECTION PER PAGE

Date / reference: _____

Identify the template

Template name

Master version

Master location

Intended task

Reusable Template Version Card

FOUR WORKSHEETS / ONE FOCUSED SECTION PER PAGE

Date / reference: _____

Define the fixed parts

Heading structure

Required field

Layout boundary

Instruction block

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Define the editable parts

Date field

Task-specific text

Optional section

Example to replace

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Start a new copy

Working file name

Copy location

Master retained

Next version note
