

Internal Process & Standard Operating Procedure Template

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

Purpose:

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

Related topics:

- *[Insert related Guru Card Link]*
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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.]

1. *Step one instructions here*
2. *Step two instructions here*
3. *Step three instructions here*
4. *Step four instructions here*

For more information, contact [insert contact information for additional information on this process].

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Office Manager Standard Operating Procedures Manual

Ying Liu



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