



# 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.*

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## 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.]

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].*