

# SOP Checklist Template

Create a repeatable standard operating procedure checklist for office workflows.

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## Checklist

<input type="checkbox"/> Purpose	<input type="checkbox"/> Owner
<input type="checkbox"/> Trigger	<input type="checkbox"/> Tools
<input type="checkbox"/> Review date	<input type="checkbox"/> Backup owner

## Follow-up actions

Action	Owner	Due date	Done

## Notes

Notes