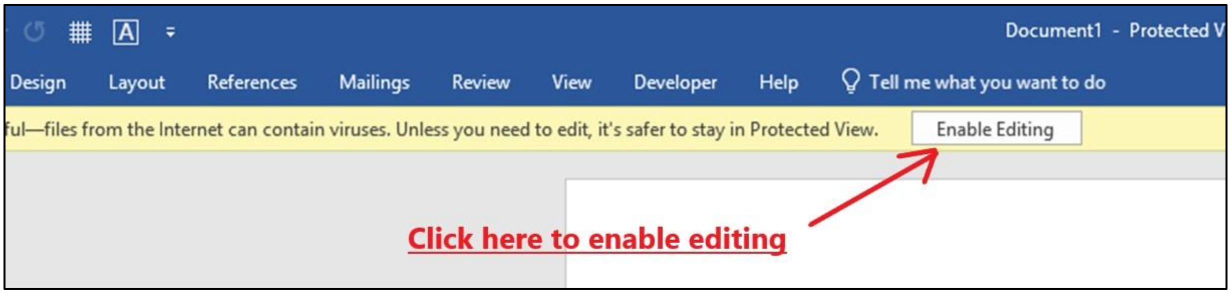
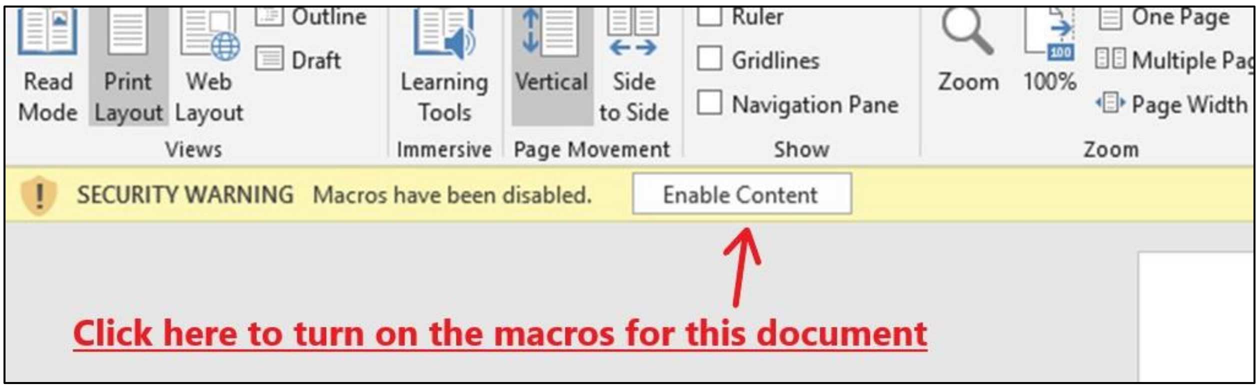
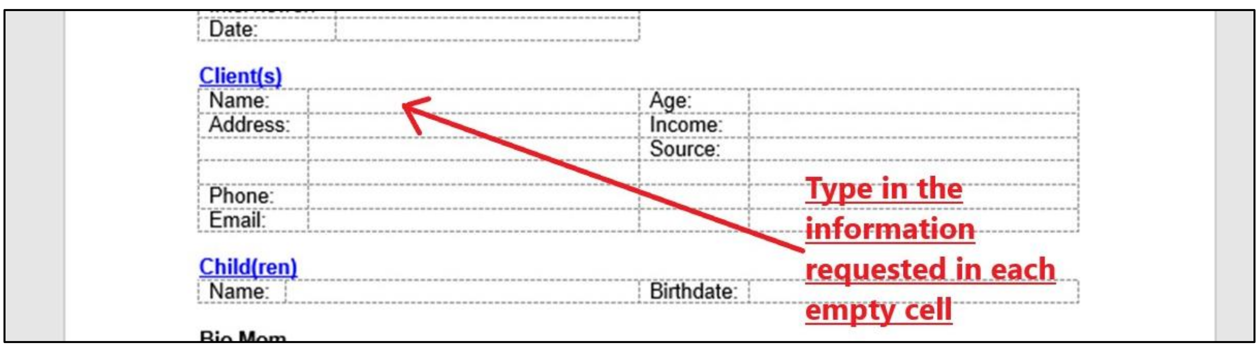
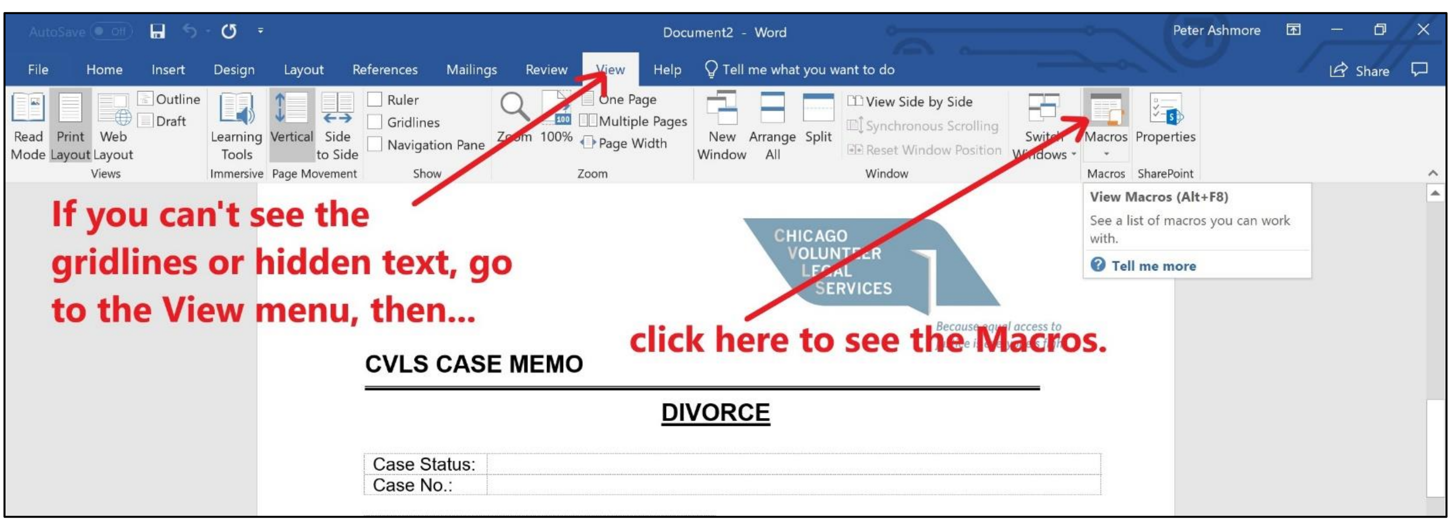
MEMO TEMPLATE INSTRUCTIONS

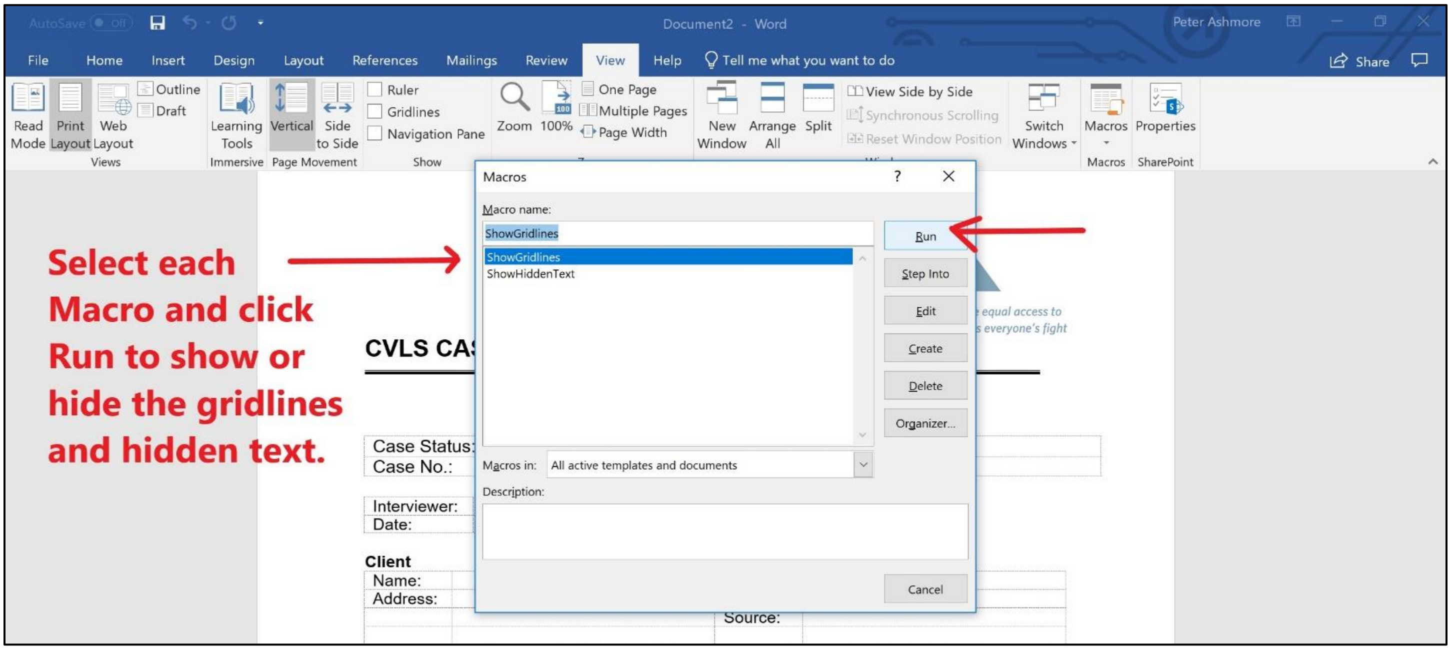
Please use the following template when creating your intake memo after your client interview. You may need to enable editing and content in order to use this form. After doing so, click the View menu and Macro buttons at the top of the page if you cannot see the ***hidden text / instruction*** or the ***gridlines*** for the cells.










Document2 - Word
Peter Ashmore
File Home Insert Design Layout References Mailings Review View Help Tell me what you want to do
Share
Read Mode
Print Layout
Web Layout
Outline
Draft
Views
Learning Tools
Immersive
Vertical
Side to Side
Page Movement
Ruler
Gridlines
Navigation Pane
Show
Zoom
100%
One Page
Multiple Pages
Page Width
New Window
Arrange All
Split
View Side by Side
Synchronous Scrolling
Reset Window Position
Switch Windows
Macros
Properties
SharePoint
Select each Macro and click Run to show or hide the gridlines and hidden text.
Macros
Macro name:
ShowGridlines
ShowGridlines
ShowHiddenText
Run
Step Into
Edit
Create
Delete
Organizer...
Macros in:
All active templates and documents
Description:
Cancel
CVLS CA
Case Status:
Case No.:
Interviewer:
Date:
Client
Name:
Address:
Source: