The following information our tips when adding Data to the tables in this document:

1. When setting dates for a column ensure number format is set to short date
2. All cells in the tables need to be filled in
3. Use (N/A, Other, or Unknown) to fill in missing data
4. If a number is missing in a cell use 0 or N/A
5. The very first row needs to have a title for each column
6. All text will be done in Aerial 10 Font
7. No pictures or Pivot tables need to be in the document
8. Columns needs to be consistent either use text or numbers but not both in the cells
9. Descriptions text needs to brief and short
10. locations must have a location name, Country, State be specific and consistent
11. If a Location area is unknown just fill in the Region of the world like (Middle East, Asia, Pacific)
12. Row height needs to 15
13. All spelling needs to be checked
14. No Additional rows are needed above, below or in between with the data
15. If you are projecting Costs ensure number format is set to currency
16. Do not place expanding or collapsing rows in the data tables

It is very important to ensure all data is scrubbed when updating the Tables in this spread sheet.

Very Respectfully,

Tellus Studio Team