SOP Template – Free Sample

A ready-to-use framework for documenting repeatable processes — from VirtuAll Assistants

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Documenting your processes saves time, reduces errors, and protects your business when staff changes occur. Use this free SOP template to start standardizing how tasks are done — so nothing gets missed and new team members can get up to speed quickly.

If your team is stretched thin, VirtuAll Assistants can step in to manage bookkeeping and compliance — freeing you to focus on building.

Standard Operating Procedure (SOP) Template

SOP Title: _____

- **Department/Area:**
- **Version #:**
- **Date:**
- **Prepared by:**

Section 2 – Purpose (Explain why this SOP exists and what it accomplishes.)

_____

_____

Section 3 – Scope (Define what's included and what's excluded.)

_____

_____

Section 4 – Responsibilities

Role 1: _____ – Responsible for: _____

Role 2: _____ – Responsible for: _____

Section 5 – Procedure Steps

1 - _____

2 - _____

3 - _____

Section 6 – Notes & References

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