

SOP Cover Page

Three cover-page styles follow, one per page. Keep the one that fits, then delete the others.

— Style 1: Minimal —

{{SOP Title}}

{{Company Name}}

| | |
|----------------|--------------------|
| SOP ID | {{SOP ID}} |
| Version | {{Version}} |
| Effective Date | {{Effective Date}} |

— Style 2: Corporate —

[{{Company Logo}}]

{{SOP Title}}

Standard Operating Procedure · {{Department}}

| | |
|----------------|--------------------|
| SOP ID | {{SOP ID}} |
| Version | {{Version}} |
| Effective Date | {{Effective Date}} |
| Document Owner | {{Document Owner}} |
| Approver | {{Approver}} |

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— Style 3: Compliance —

{{SOP Title}}

| | |
|----------------|-----------------------------|
| SOP ID | {{SOP ID}} |
| Version | {{Version}} |
| Classification | {{Internal / Confidential}} |
| Effective Date | {{Effective Date}} |
| Review Date | {{Review Date}} |
| Document Owner | {{Document Owner}} |
| Approver | {{Approver}} |

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|--|--|
| | |
| Document Owner Name: _____ Signature: _____ Date: _____ | Approver Name: _____ Signature: _____ Date: _____ |

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