

# Document Templates

## About Templates

To simplify the search and creation of documents in this section includes document templates.

A document template is a text document that already contains all the elements that are common to all documents of a given type and category. A template is used when creating documents as the basis on which a new document is created.

## Template features

A template can define font and paragraph styles that are used in documents based on it. Any ready-made text, special markers can be included in the template.

The template parameters determine the possibility of using it for a certain type of document, the possibility of creating and editing a document.

A) [template](#) -

"Terms of order and delivery (public offer)"

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B) Template -

"Personal Data Processing Policy"

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