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|  | C:\Users\Tom\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Hoowla-Logo-legal-software-left.png |
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|  | Workflow template  The following document allows you to detail the structure of your workflows that will then be built by the Hoowla team |
|  | If you have any questions then contact [tom@hoowla.com](mailto:tom@hoowla.com) or alternatively pop us a call on 01792 687146 |
|  | *This document has been prepared on behalf of Hoowla, its contents should not be divulged to any third party without the express written approval of Hoowla Limited* |

# Workflow template builder

Please fill out the following details or work directly with a member of the Hoowla team to construct your workflow for you.

|  |  |
| --- | --- |
| Workflow name |  |
| Area of law |  |

## Workflow milestones, to-dos and attached documents

Please list each milestone in the workflow along with any associated to-do list and document templates to attach. This completed list will be used by a member of the Hoowla team to construct your workflow for you.

|  |  |  |
| --- | --- | --- |
| **Milestone name** | **List of to-do items** | **Document templates** |
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