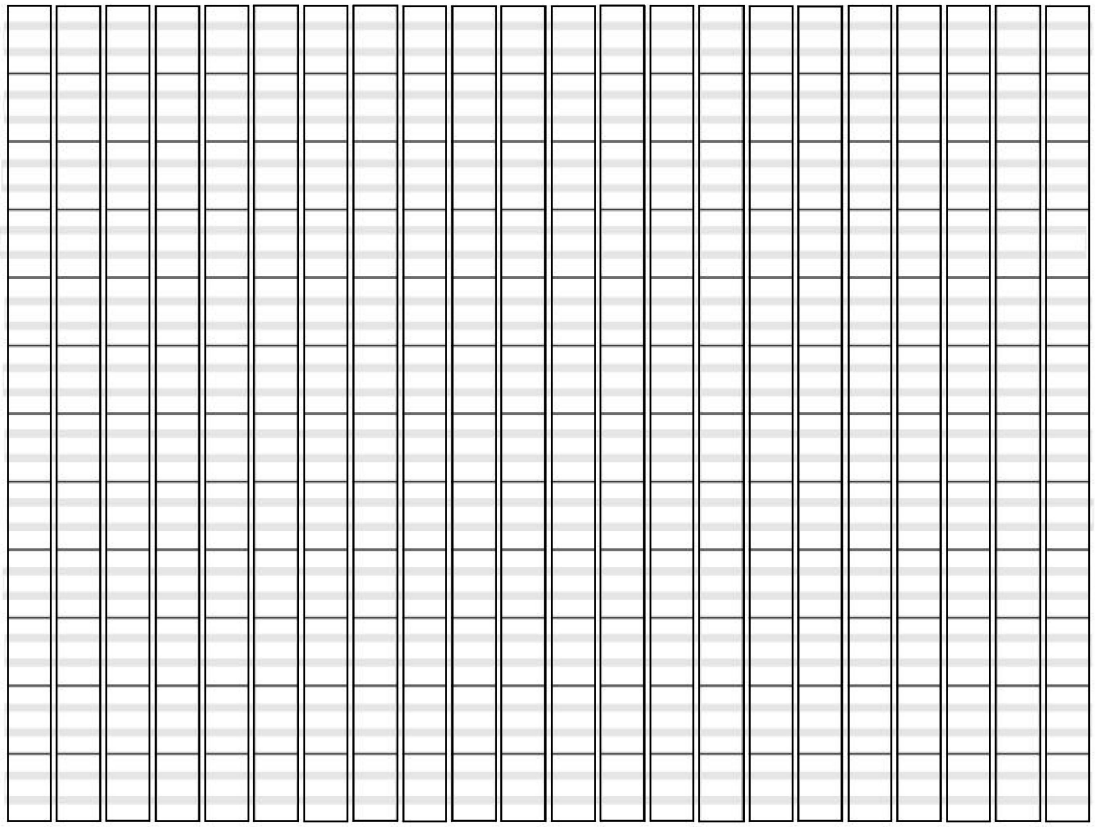
Step 1: Download this template

(Also included on page 2)



Step 2: Grid in the template using the reference shown below

Step 3: Scan your filled template and upload it as a .jpg / .png