

Document: Version Tracking Page

This template is used to keep track of significant documents that will be updated a number of times during its lifetime. The original document creation is called version 1.0. After that, subsequent updates can be 2.0, 3.0, etc. Incremental versions can be 1.1, 1.2, 1.3, etc.

When you want to use version control on a document, insert this page near the beginning of the document, or at the very end.

