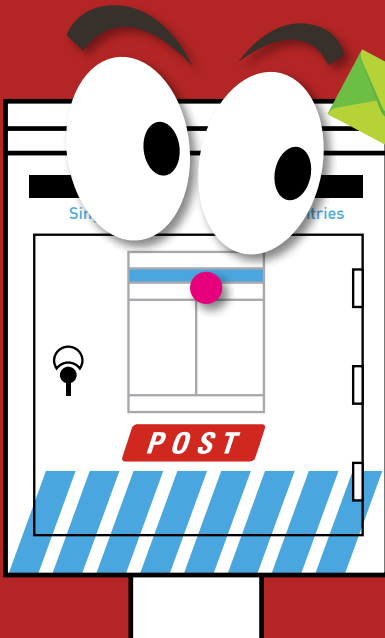


ONCE OUT, ~~NO~~ THERE'S ~~NO~~ TURNING BACK

Mail a letter and it's next to impossible to get them back!
So take care when printing and sending mails with personal data to recipients.



1. SORT

- ✓ Ensure that personal data involved are not mismatched after sorting and/or mail merging.

2. CHECK

- ✓ Implement second layer checking and random sampling to verify accuracy of data.

3. TEST

- ✓ Perform trials to ensure printing returns are as intended.