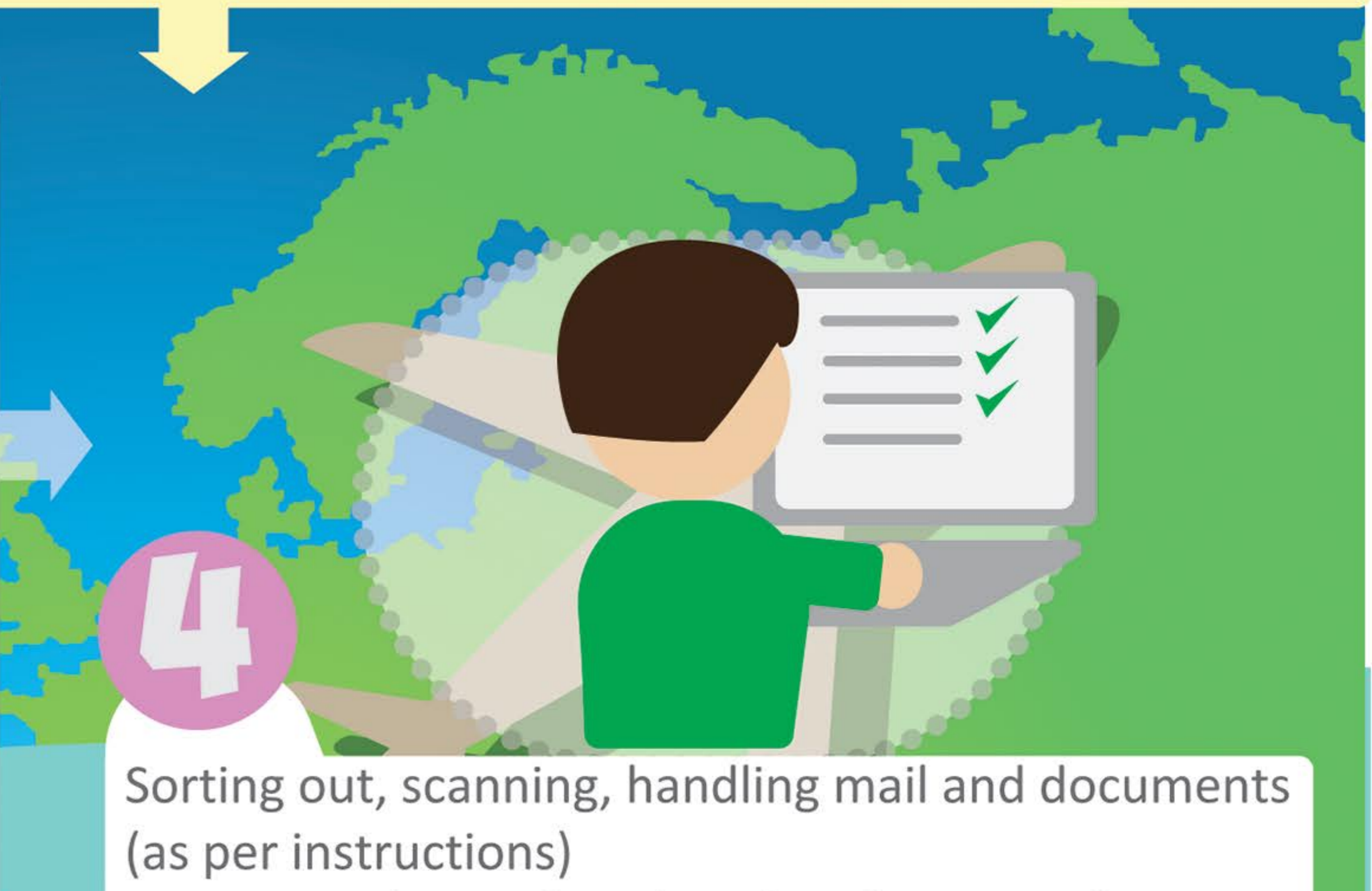
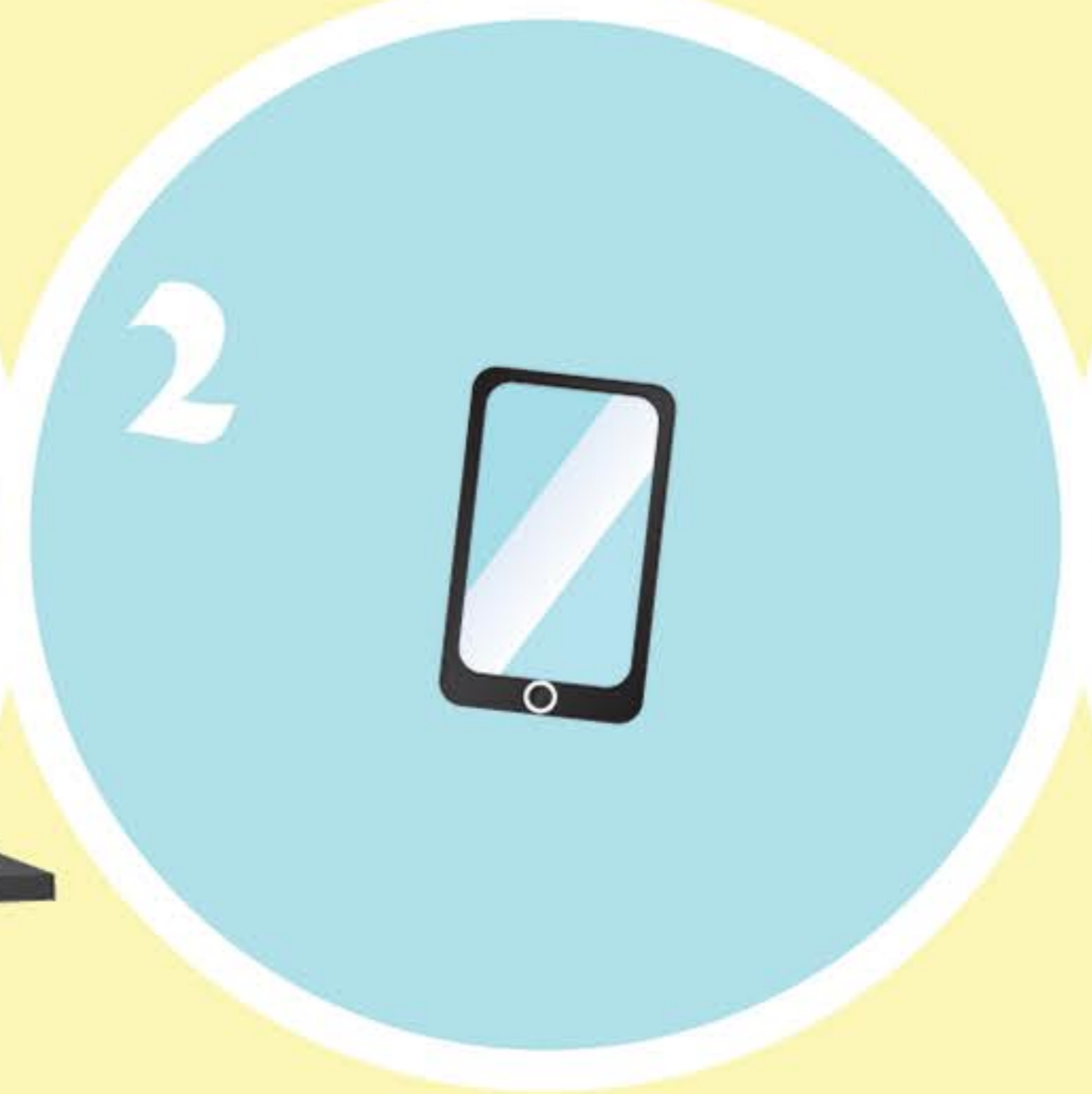


**1** Receiving an order via the web-based application (with instructions)

**2** Collecting the parcel / mail from delivery service offices



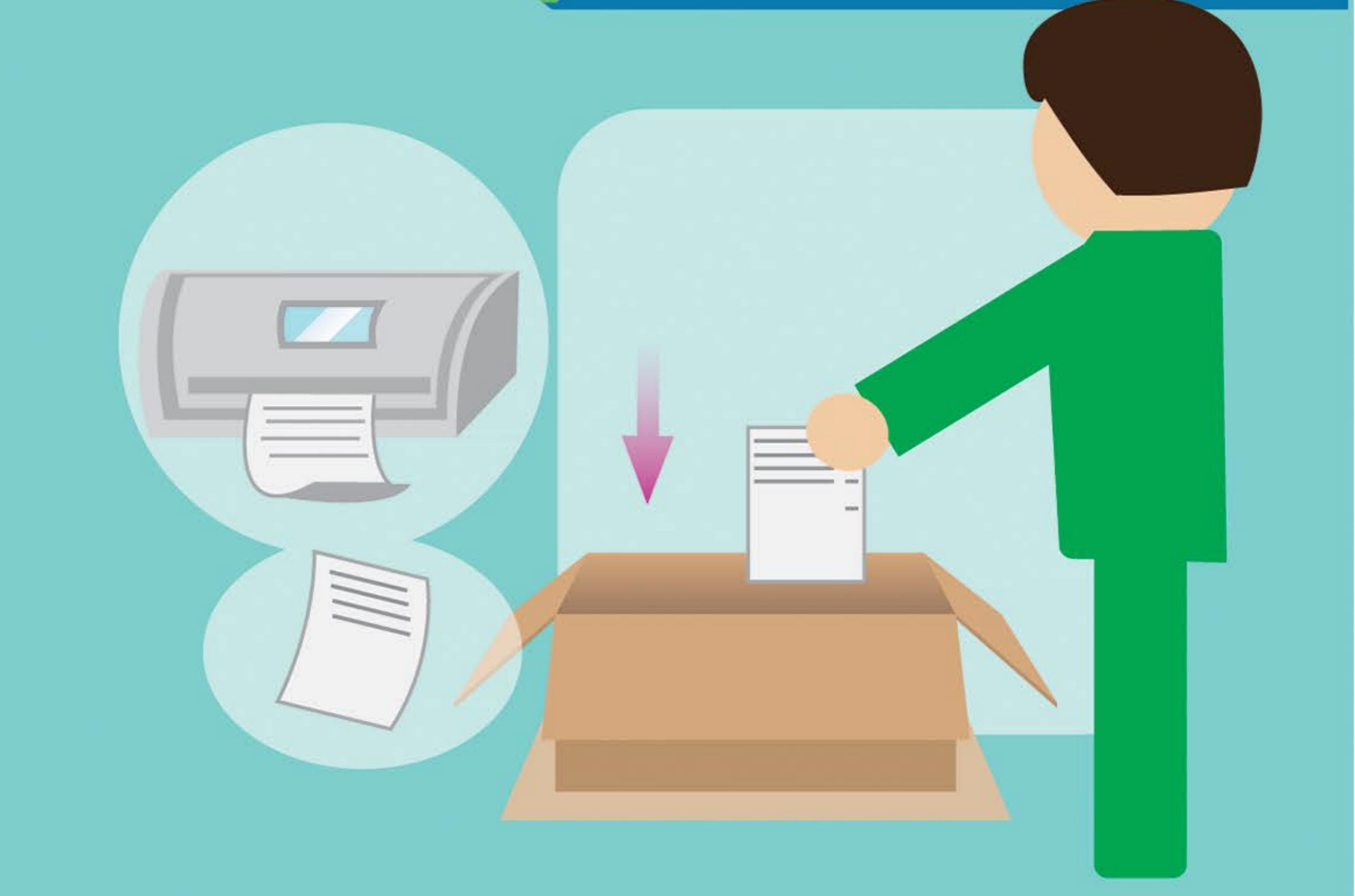
**3** Checking the contents of a parcel for damage and conformity with the customer requirements

**4** Sorting out, scanning, handling mail and documents (as per instructions) Upon completing the job task, informing other team members via the web-based application



**5** Merchandise consolidation

**6** Consolidation can save you money and reduce the cost of shipping



**7** Removing unnecessary documents from the parcel

**8** Receiving, printing out and enclosing a parcel with supporting documents received from the company representative of the company via the web-based application



**9** Transfers mail/a parcel for delivery at the nearest post office or orders a Pickup

**10** Informs the company representative about the completed work via the web-based application

