

# HOW DO YOU WANT TO SEND YOUR DOCUMENT?







# SEND BY MAIL

FOLLOW THESE STEPS TO SEND IT TO US, WE WILL SEND IT BACK TO YOU, USUALLY WITHIN 2 TO 3 WEEKS

## STEP ONE

ON A POST IT OR PAPER
MAKE SURE TO WRITE YOUR

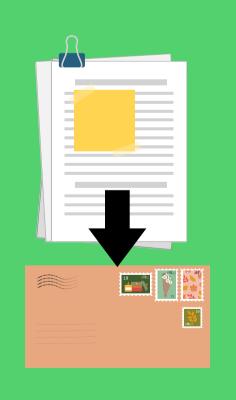
- staff code
- full name
- phone number

WE NEED IT TO FIND YOU ON OUR DATABASE



#### STEP TWO

SEND IT TO: 〒170-0013 TOKYO, TOSHIMA, HIGASHI IKEBUKURO 4-5-2 RISE ARENA 12F BS24NAI TECHNO SERVICE SHOMEISHO TANTO



#### STEP THREE

FILL THIS FORM TO LET US KNOW YOU SENT A DOCUMENT TO BE FILLED





# SEND DATA ONLINE

YOUR DOCUMENT WILL BE FILLED AND SENT TO YOU BY MAIL USUALLY WITHIN 2 WEEKS

## **ACCEPTED FILES**



**PDF** 



WORD



**EXCEL** 

SEND HERE



## NO PHOTOS

DOCUMENT PHOTOS ARE NOT ACCEPTED, WE NEED THE DOCUMENT TO BE CLEAR TO FILL IT.