

# BROADCAST

**Customization Guide**

## Hi there!

This guide goes over what type of customizations are included with your purchase. On each page you'll find an example of what's included, what would be an add-on, and what type of things we never do (because they would be copyright infringement).

Generally speaking, if you want to make a change and it doesn't

- Require us to create a new illustration from scratch, or
- Require us to redesign the layout, which is usually caused by adding a large amount of additional information.

Then your changes will be included—and that gives you a ton of room to make each piece your own without incurring extra charges. The key is planning, so read this carefully for examples and ask us if you need help.

## What file formats will we get?

Here are file formats you'll receive when you order a customized product from Compliance Design Club. We'll cover the specifics of what's included in the customization in the following pages.

	<i>Printable, clickable PDF</i>	<i>Adobe InDesign source file</i>	<i>Editable PPT file</i>	<i>PNG image file</i>	<i>Word Document</i>	<i>Other</i>
<b>If you're a Compliance Design Club Member</b>						
<b>Job aids (3 tokens)</b>	✓ Included	✓ Included	✓ Included	+ Add-on	N/A	+ Add-on
<b>Awareness materials (2 tokens)</b>	✓ Included	✓ Included	✓ Included	+ Add-on	N/A	+ Add-on
<b>Power tools (needs quote)</b>	+ Add-on	+ Add-on	+ Add-on	+ Add-on	+ Add-on	+ Add-on

If you're interested in an add-on, reach out to us for a quote at [customize@thebroadcat.com](mailto:customize@thebroadcat.com)!



*Here, we'll put a common question about customization*



### **Yes, it's included**

Here, we'll explain what's included and give you a visual example.



### **This is an add-on**

And here, we'll explain what's extra, and give you a visual example of that, too.

Can you put it in our branding?

**BEFORE YOU APPROVE THAT INVOICE DID YOU CHECK FOR RED FLAGS?**

**HERE'S WHAT TO LOOK FOR:**

- LANGUAGE**  
Items in a language you (or the finance team) can't read
- EXPENSES**  
No detail on "expenses," especially if government interactions are involved  
Expenses are listed as round numbers
- PAYMENTS**  
The name on the bank account isn't the company  
You're asked to pay an individual, not a company  
The pay-to bank account and company are located in different countries

**SKETCHY ENTERPRISES, LTD.**  
Your Government Relations Experts  
P.O. Box 4550, Road Town, Tortola VG 1101, British Virgin Islands

**INVOICE FOR AUGUST**

<b>STANDARD SERVICES</b>	
Monthly Retainer	10,000.00
Legal Support	2,000.00
<b>PROJECT: OBTAIN IMPORT PERMIT</b>	
Permit Handling Fees	335.00
Customs Duties	2,125.00
Expenses	15,000.00
<b>PROJECT SUBTOTAL</b>	17,460.00
<b>SUBTOTAL</b>	29,460.00
<b>VAT</b>	3,124.50
<b>TOTAL</b>	32,584.50

**PLEASE SUBMIT PAYMENT TO:**  
405529799180100000047  
Serial Signature  
VOID303  
BOOKING NO. 379-1  
BK044525225/3010181040000000225  
FrankBank Moscow



**Yes, it's included**

We'll customize it to match your brand book, using your logo, fonts, and colors.

**Your logo**

**BEFORE YOU APPROVE THAT INVOICE, DID YOU CHECK FOR RED FLAGS?**

**Here's what to look for:**

- LANGUAGE**  
Items in a language you can't read
- EXPENSES**  
No detail on "expenses," especially if government interactions are involved  
Expenses are listed as round numbers  
Expenses seem excessive
- PAYMENTS**  
The name on the bank account isn't the company  
You're asked to pay an individual, not a company  
The pay-to bank account and company are located in different countries

**MACHINE SUPPLY, INC.**  
Import/Export Experts for Heavy Machinery  
P.O. Box 4501, Road Town, Tortola VG 1101, British Virgin Islands

**INVOICE FOR AUGUST**

<b>Standard Services</b>	
Monthly Retainer	10,000.00
Legal Support	2,000.00
<b>Project: Obtain import permit</b>	
Permit Handling Fees	335.00
Customs Duties	2,125.00
Expenses	15,000.00
<b>PROJECT SUBTOTAL</b>	17,460.00
<b>SUBTOTAL</b>	29,460.00
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BOOKING NO. 379-1  
BK044525225/3010181040000000225  
FrankBank Moscow

**Here's what to do:**

- SLOW IT DOWN**  
Never approve an invoice if you've got questions on it—hold off until you get answers.
- PUSH BACK**  
Talk to the vendor about your concerns and see what they say. Do their responses make sense?
- GET HELP**  
If you're not confident in their answers, contact the hotline and get advice on how to handle it.

**Your fonts**

**Your colors**

1-555-555-5555 | compliance@bigcorp.com | www.bigcorp.com



**This is an add-on**

If you need multiple versions for subsidiary companies, brands, or teams.

**BEFORE YOU APPROVE THAT INVOICE, WE CHECK INVOICES FOR RED FLAGS BEFORE WE APPROVE**

**You've got an invoice to approve make sure you check for red flags!**

**HERE'S WHAT TO LOOK FOR:**

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Items in a language you (or the finance team) can't read
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**STORE PROTECTORS, LTD.**  
Making Site Inspections Fail-safe Since 2017  
P.O. Box 4501, Road Town, Tortola VG 1101, British Virgin Islands

**INVOICE FOR AUGUST**

<b>STANDARD SERVICES</b>	
Monthly Retainer	1,200.00
Legal Support	200.00
<b>PROJECT: OBTAIN LICENSE FOR STORE #207</b>	
License Fees	150.00
Consulting Time	2,125.00
Expenses	1,000.00
<b>PROJECT SUBTOTAL</b>	3,275.00
<b>TOTAL</b>	4,675.00

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BK044525225/3010181040000000225  
FrankBank Moscow

**HERE'S WHAT TO DO:**

- SLOW IT DOWN**  
Never approve an invoice if you've got questions on it—hold off until you get answers.
- PUSH BACK**  
Talk to the vendor about your concerns and see what they say. Do their responses make sense?
- GET HELP**  
If you're not confident in their answers, contact the hotline and get advice on how to handle it.

**Related brand**

1-555-555-5555 | compliance@xyz.com | www.compliancehelpinexyz.com

Can you change what the job aid or awareness material says here?

**BEFORE YOU APPROVE THAT INVOICE**  
**DID YOU CHECK FOR RED FLAGS?**

**HERE'S WHAT TO LOOK FOR:**

- LANGUAGE**  
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 Your Government Relations Experts  
 P.O. Box 4500, Road Town, Tortola VG 1101, British Virgin Islands

**INVOICE FOR AUGUST**

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Monthly Retainer	10,000.00
Monthly	2,000.00
<b>PROJECT: OBTAIN IMPORT PERMIT</b>	
Permit Handling Fees	335.00
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<b>SUBTOTAL</b>	29,460.00
<b>VAT</b>	3,124.50
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 4055297918100000047  
 Digital Support  
 VO10030  
 DISCOVERY NO. 379-1  
 BK044525225/3010181040000000225  
 Frankfurt, Missouri



**Yes, it's included**

As long as it doesn't require redesigning the layout.



**This is an add-on**

If it adds a substantial amount of new information, requiring a redesign.

**BIG CORP.**

**BEFORE YOU APPROVE THAT INVOICE, DID YOU CHECK FOR RED FLAGS?**

Here's what to look for:

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**MACHINE SUPPLY, INC.**  
 Import/Export Experts for Heavy Machinery  
 P.O. Box 4500, Road Town, Tortola VG 1101, British Virgin Islands

**INVOICE FOR AUGUST**

<b>Standard Services</b>	
Monthly Retainer	10,000.00
Monthly	2,000.00
<b>Project: Obtain import permit</b>	
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Expenses	15,000.00
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<b>SUBTOTAL</b>	29,460.00
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 Frankfurt, Missouri

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- GET HELP**  
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1-555-555-5555 | compliance@bigcorp.com | www.bigcorpohline.com

**BIG CORP.**

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 DISCOVERY NO. 379-1  
 BK044525225/3010181040000000225  
 Frankfurt, Missouri

**THIS IS ANOTHER SECTION**  
 Solum praeterea formosum, solum liberum, solum civem, stultum.

**THIS IS ANOTHER SECTION TO ADD**  
 Lorem ipsum dolor sit amet, consectetur adipiscing elit. An nisi populari fames?  
 Solum praeterea formosum, solum liberum, solum civem, stultum.

Here's what to do:

- SLOW IT DOWN**  
Never approve an invoice if you've got questions on it—hold off until you get answers.
- PUSH BACK**  
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- GET HELP**  
If you're not confident in their answers, contact the hotline and get advice on how to handle it.

**Phone numbers**

- 1-555-555-5555
- US 2: 1-555-555-5560
- TTY: 1-555-555-5556
- US 3: 1-555-555-5561
- China: 86-555-555-5557
- US 4: 1-555-555-5562
- Russia: 7-555-555-5558
- US 5: 1-555-555-5563

**Email addresses**

- compliance@bigcorp.com
- china-helpline@bigcorp.com
- russia-helpline@bigcorp.com
- india-helpline@bigcorp.com

Can you change what the job aid or awareness material says here?

PACK SMART

- Take a Safe Laptop instead of your regular computer  
*Avoid problems at customs—email [safelaptop@Company.com] to get a travel-safe machine*
- Understand how to rotate your SIM card if necessary  
*If this applies, IT will inform you when you get the Safe Laptop*
- Only take work files you need for this specific trip
- Know how to disable WiFi and find secure networks  
*Need a reminder? [It'll appear when you boot up your Safe Laptop]*
- Bring a privacy screen for your laptop to use in public areas

BE IN THE KNOW ON THE GO

- Review what to do if you get asked for a bribe on the spot  
*Need a reminder? Check out the [RESOURCE (Intranet, call Helpline)]*
- Save the Ethics Helpline and 24/7 Travel Desk in your phone  
*Ethics Helpline: [NUMBER] – Travel Desk: [NUMBER]*
- Keep your Emergency Card on you at all times, just in case
- Hold all business and travel documents until you return  
*Do not discard confidential information at the hotel, in a public place, or another company's office*



Yes, it's included

Some job aids can take more information than others (but most times, less is more!)

**GOING OVERSEAS ON A BUSINESS TRIP?**  
**HERE'S YOUR TO-DO LIST**

**GET PRE-APPROVALS**

- Planned business gifts and entertainment  
*If giving to a government official or more than \$150, you need pre-approval*
- Product samples you have to carry with you  
*It's easier to ship in advance—if you can't, email [TradeControl@Company.com] for help*

**PACK SMART**

- Take a Safe Laptop instead of your regular computer  
*Avoid problems at customs—email [safelaptop@Company.com] to get a travel-safe machine*
- Understand how to rotate your SIM card if necessary  
*If this applies, IT will inform you when you get the Safe Laptop*
- Morbi justo nulla, fermentum ac viverra nec, pulvinar sit amet justo
- Interdum et malesuada fames ac ante
- Proin ac nisi dignissim, pulvinar sapien ac, efficitur sem
- Proin ac nisi dignissim, pulvinar sapien ac, efficitur sem
- Proin ac nisi dignissim, pulvinar sapien ac, efficitur sem
- Proin ac nisi dignissim, pulvinar sapien ac, efficitur sem

**BE IN THE KNOW ON THE GO**

- Review what to do if you get asked for a bribe on the spot  
*Need a reminder? Check out the [RESOURCE (Intranet, call Helpline)]*
- Save the Ethics Helpline and 24/7 Travel Desk in your phone  
*Ethics Helpline: [NUMBER] — Travel Desk: [NUMBER]*
- Keep your Emergency Card on you at all times, just in case
- Hold all business and travel documents until you return  
*Do not discard confidential information at the hotel, in a public place, or another company's office*
- Morbi justo nulla, fermentum ac viverra nec, pulvinar sit amet justo
- Morbi justo nulla, fermentum ac viverra nec, pulvinar sit amet justo

**LOREM IPSUM DOLOR SIT AMET**

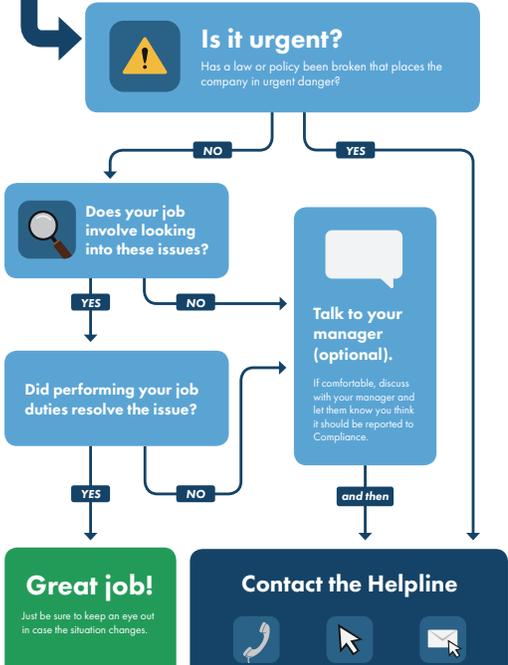
- Nunc a porttitor tortor, sit amet varius ipsum  
*Phasellus a lectus eu est maximus vehicula*
- Proin ac nisi dignissim, pulvinar sapien ac, efficitur sem

Added sub-items

Multiple new items

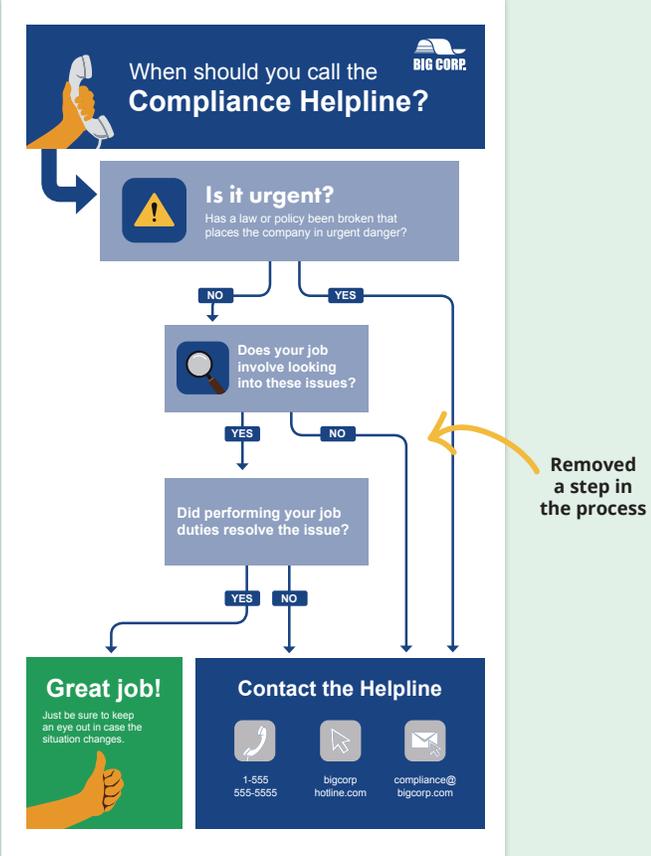
Added new section

Can you change what a flowchart says?



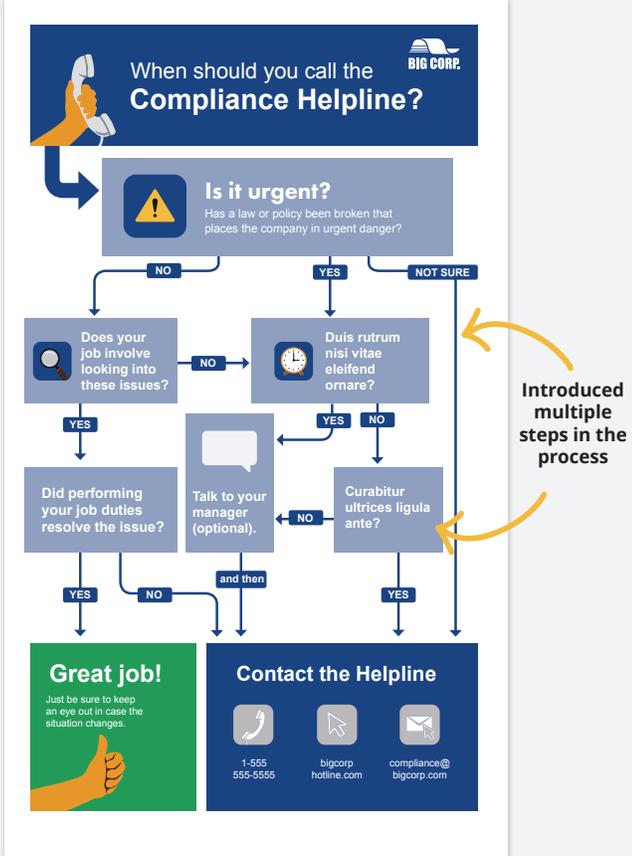
### Yes, it's included

We can make adjustments that simplify the flowchart and keep similar logic, like removing/editing elements.

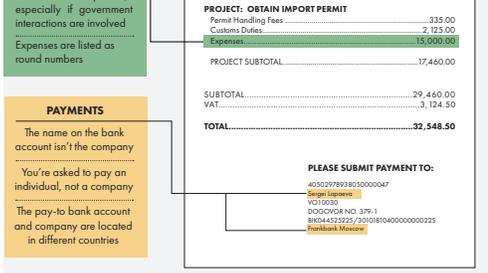


### This is an add-on

If it adds a substantial amount of new information or changes the logic of the flowchart, requiring a redesign.



*Can you use a different image than what's there now?*



**HERE'S WHAT TO DO:**

- SLOW IT DOWN**  
 Never approve an invoice you've got questions on it—hold off until you get answers.
- PUSH BACK**  
 Talk to the vendor about your concerns and see what they say. Do their responses make sense?
- GET HELP**  
 If you're not confident in their answers, contact the hotline and get advice on how to handle it.



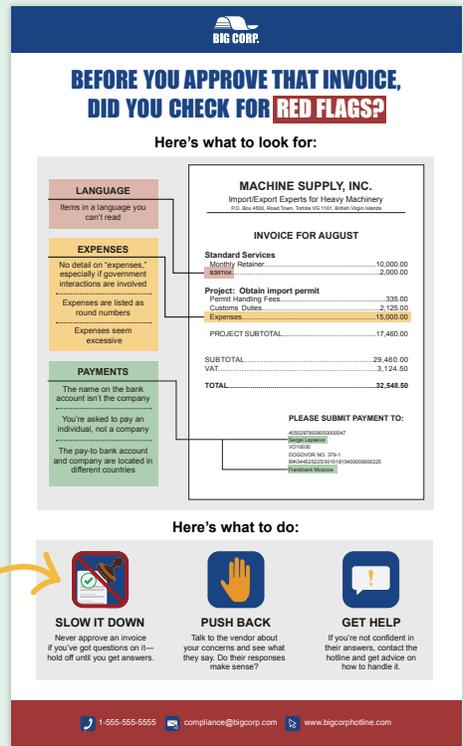
**Yes, it's included**

As long as it is of similar dimensions, we can replace it with another one of our graphics or icons.

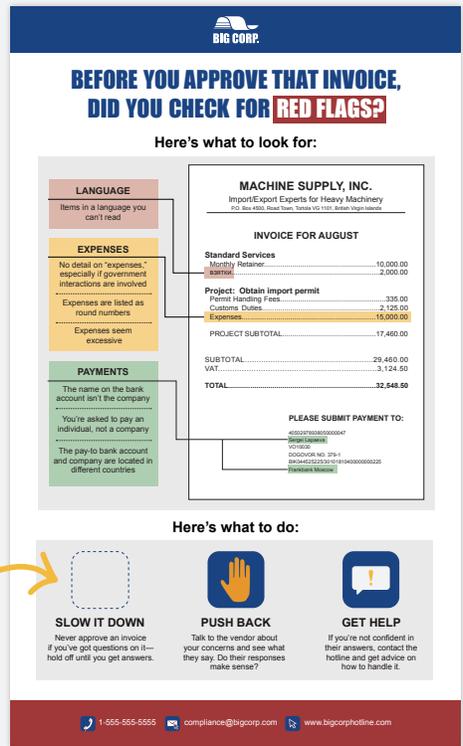


**This is an add-on**

If we need to create new graphics or icons from scratch.



Changed to Approval icon



Custom illustration



**Never**

We can't trace or exactly recreate an image you provide to us unless you own it and can grant us rights to do so.

# Can you use the Broadcast Line Art icons instead?

especially if government interactions are involved

Expenses are listed as round numbers

**PROJECT: OBTAIN IMPORT PERMIT**

Permit Handling Fees	335.00
Customs Duties	2,125.00
<b>Expenses</b>	<b>15,000.00</b>
PROJECT SUBTOTAL	17,460.00
SUBTOTAL	29,460.00
VAT	3,124.50
<b>TOTAL</b>	<b>32,584.50</b>

**PAYMENTS**

The name on the bank account isn't the company

You're asked to pay an individual, not a company

The pay-to bank account and company are located in different countries

**PLEASE SUBMIT PAYMENT TO:**

40502978938050000047  
Sergio Espinosa  
NOI 0200  
BOGOCVOR NO. 376-1  
BROKAS20225320008040000000225  
Frankbank Moscow

## HERE'S WHAT TO DO:



### SLOW IT DOWN

Never approve an invoice if you've got questions on it—hold off until you get answers.



### PUSH BACK

Talk to the vendor about your concerns and see what they say. Do their responses make sense?



### GET HELP

If you're not confident in their answers, contact the hotline and get advice on how to handle it.



## Yes, it's included

If you've previously purchased a license for the icons you want to replace through one of the Line Art Icon Packs or through a previous customization with us, we'll swap them out for you!



## This is an add-on

If you don't have the license for the icons you want to replace, you can purchase them individually as an add-on to this customization.

If you'd like an illustration outside of any of the Line Art Icon Packs to be redrawn in our Line Art Icon style, it is an add-on as well.

**BIG CORP.**

**BEFORE YOU APPROVE THAT INVOICE, DID YOU CHECK FOR RED FLAGS?**

Here's what to look for:

**LANGUAGE**  
Items in a language you can't read

**EXPENSES**  
No detail on "expenses," especially if government interactions are involved  
Expenses are listed as round numbers  
Expenses seem excessive

**PAYMENTS**  
The name on the bank account isn't the company  
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The pay-to bank account and company are located in different countries

**MACHINE SUPPLY, INC.**  
Import/export permits for heavy machinery  
P.O. Box 4882, Road Town, Tortola VG 1102, British Virgin Islands

**INVOICE FOR AUGUST**

Standard Services	Monthly Retainer	20,000.00
Monthly Retainer		2,000.00
Project: Obtain import permit		
Permit Handling Fees		335.00
Customs Duties		2,125.00
<b>Expenses</b>		<b>15,000.00</b>
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Sergio Espinosa  
NOI 0200  
BOGOCVOR NO. 376-1  
BROKAS20225320008040000000225  
Frankbank Moscow

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**GET HELP**  
If you're not confident in their answers, contact the hotline and get advice on how to handle it.

1-555-555-5555 | compliance@bigcorp.com | www.bigcorphdline.com

Replaced the Slow Down icon from the Characters, Roles and Miscellaneous Pack

**BIG CORP.**

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Here's what to look for:

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Replaced the Speak Up icon and an illustration of a hand

Can you use a graphic we provide to you?

PROJECT: OBTAIN IMPORT PERMIT  
 Permit Handling Fees 335.00  
 Customs Duties 2,124.50  
 Expenses 15,000.00  
 PROJECT SUBTOTAL 17,460.00

SUBTOTAL 29,480.00  
 VAT 3,124.50  
 TOTAL 32,548.50

PLEASE SUBMIT PAYMENT TO:  
 40502978937805000047  
 Serge Lapierre  
 NOC 0200  
 DOCCOVIDR NO. 379-1  
 BICMAIL2222512020080400000000225  
 Fintbank Monaco

Payments: The name on the bank account isn't the company. You're asked to pay an individual, not a company. The pay-to bank account and company are located in different countries.

HERE'S WHAT TO DO:

**SLOW IT DOWN**  
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 Talk to the vendor about your concerns and see what they say. Do their responses make sense?

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Yes, it's included

As long as it is of similar dimensions, a vector file format or a high resolution PNG or TIFF (300 ppi), and you provide us with a license for the image, we'll swap them out!



This is an add-on

If the graphic is of different dimensions and requires a layout redesign.

**BEFORE YOU APPROVE THAT INVOICE, DID YOU CHECK FOR RED FLAGS?**

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**LANGUAGE**  
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 Import/Export experts for heavy machinery  
 P.O. Box 4550, Hazel Run, Tonawanda, VA 11153, Bristol Virginia Service

**INVOICE FOR AUGUST**

Standard Services	30,000.00
Monthly Retainer	2,000.00
Project: Obtain import permit	
Permit Handling Fees	335.00
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Here's what to do:

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 Never approve an invoice if you've got questions on it—hold off until you get answers.

**PUSH BACK**  
 Talk to the vendor about your concerns and see what they say. Do their responses make sense?

**GET HELP**  
 If you're not confident in their answers, contact the hotline and get advice on how to handle it.

1-555-555-5555 | compliance@bigcorp.com | www.bigcorphotline.com

Your graphic in similar dimensions

**BEFORE YOU APPROVE THAT INVOICE, DID YOU CHECK FOR RED FLAGS?**

Here's what to look for:

**LANGUAGE**  
 Items in a language you can't read

**EXPENSES**  
 No detail on "expenses," especially if government interactions are involved  
 Expenses are listed as round numbers  
 Expenses seem excessive

**PAYMENTS**  
 The name on the bank account isn't the company  
 You're asked to pay an individual, not a company  
 The pay-to bank account and company are located in different countries

**MACHINE SUPPLY, INC.**  
 Import/Export experts for heavy machinery  
 P.O. Box 4550, Hazel Run, Tonawanda, VA 11153, Bristol Virginia Service

**INVOICE FOR AUGUST**

Standard Services	30,000.00
Monthly Retainer	2,000.00
Project: Obtain import permit	
Permit Handling Fees	335.00
Customs Duties	2,124.50
Expenses	15,000.00
PROJECT SUBTOTAL	17,460.00
SUBTOTAL	29,480.00
VAT	3,124.50
TOTAL	32,548.50

PLEASE SUBMIT PAYMENT TO:  
 40502978937805000047  
 Serge Lapierre  
 NOC 0200  
 DOCCOVIDR NO. 379-1  
 BICMAIL2222512020080400000000225  
 Fintbank Monaco

Here's what to do:

**SLOW IT DOWN**  
 Never approve an invoice if you've got questions on it—hold off until you get answers.

**PUSH BACK**  
 Talk to the vendor about your concerns and see what they say. Do their responses make sense?

**GET HELP**  
 If you're not confident in their answers, contact the hotline and get advice on how to handle it.

1-555-555-5555 | compliance@bigcorp.com | www.bigcorphotline.com

Your graphic has wider proportions

Can you change the paper size, aspect ratio, or page orientation?

**BEFORE YOU APPROVE THAT INVOICE**  
**DID YOU CHECK FOR RED FLAGS?**

**HERE'S WHAT TO LOOK FOR:**

**LANGUAGE**  
Items in a language you (or the finance team) can't read

**EXPENSES**  
No detail on "expenses," especially if government interactions are involved  
Expenses are listed as round numbers

**PAYMENTS**  
The name on the bank account isn't the company  
You're asked to pay an individual, not a company  
The pay-to bank account and company are located in different countries

**SKETCHY ENTERPRISES, LTD.**  
Your Government Relations Experts  
P.O. Box 4500, Road Town, Tortola VG 1101, British Virgin Islands

**INVOICE FOR AUGUST**

STANDARD SERVICES	
Monthly Retainer	10,000.00
Expenses	2,000.00
<b>PROJECT: OBTAIN IMPORT PERMIT</b>	
Permit Handling Fees	335.00
Customs Duties	2,125.00
Expenses	15,000.00
PROJECT SUBTOTAL	17,460.00
SUBTOTAL	29,460.00
VAT	3,124.50
<b>TOTAL</b>	<b>32,584.50</b>

PLEASE SUBMIT PAYMENT TO:  
 405529799780100000047  
 Digital Support  
 VOID30  
 BODCOWR NO. 379-1  
 BK044525225/3010181040000000225  
 Franklin Micaela



**Yes, it's included**

We can change paper size if the dimensions are generally the same and it doesn't require redesign.



**This is an add-on**

If the paper sizes are totally different dimensions, or you need to change from portrait to landscape (or vice versa).

From Legal to A4

**BEFORE YOU APPROVE THAT INVOICE, DID YOU CHECK FOR RED FLAGS?**

Here's what to look for:

**LANGUAGE**  
Items in a language you can't read

**EXPENSES**  
No detail on "expenses," especially if government interactions are involved  
Expenses are listed as round numbers  
Expenses seem excessive

**PAYMENTS**  
The name on the bank account isn't the company  
You're asked to pay an individual, not a company  
The pay-to bank account and company are located in different countries

**MACHINE SUPPLY, INC.**  
Import/export experts for heavy machinery  
P.O. Box 4500, Road Town, Tortola VG 1101, British Virgin Islands

**INVOICE FOR AUGUST**

Standard Services	
Monthly Retainer	10,000.00
Expenses	2,000.00
<b>Project: Obtain import permit</b>	
Permit Handling Fees	335.00
Customs Duties	2,125.00
Expenses	15,000.00
PROJECT SUBTOTAL	17,460.00
SUBTOTAL	29,460.00
VAT	3,124.50
<b>TOTAL</b>	<b>32,584.50</b>

PLEASE SUBMIT PAYMENT TO:  
 405529799780100000047  
 Digital Support  
 VOID30  
 BODCOWR NO. 379-1  
 BK044525225/3010181040000000225  
 Franklin Micaela

Here's what to do:

**SLOW IT DOWN**  
Never approve an invoice if you've got questions on it—hold off until you get answers.

**PUSH BACK**  
Talk to the vendor about your concerns and see what they say. Do their responses make sense?

**GET HELP**  
If you're not confident in their answers, contact the hotline and get advice on how to handle it.

1-555-555-5555 | compliance@bigcorp.com | www.bigcorphotline.com

From portrait to landscape

**BEFORE YOU APPROVE THAT INVOICE, DID YOU CHECK FOR RED FLAGS?**

Here's what to look for:

**LANGUAGE**  
Items in a language other than english

**EXPENSES**  
No detail on "expenses," especially if government interactions are involved  
Expenses are listed as round numbers  
Expenses are objectively excessive

**PAYMENTS**  
The name on the bank account isn't the company  
You're asked to pay an individual, not a company  
The pay-to bank account and company are located in different countries

**SKETCHY ENTERPRISES, LTD.**  
Your Government Relations Experts  
P.O. Box 4500, Road Town, Tortola VG 1101, British Virgin Islands

**INVOICE FOR AUGUST**

STANDARD SERVICES	
Monthly Retainer	10,000.00
Expenses	2,000.00
<b>Project: Obtain import permit</b>	
Permit Handling Fees	335.00
Customs Duties	2,125.00
Expenses	15,000.00
PROJECT SUBTOTAL	17,460.00
SUBTOTAL	29,460.00
VAT	3,124.50
<b>TOTAL</b>	<b>32,584.50</b>

PLEASE SUBMIT PAYMENT TO:  
 405529799780100000047  
 Digital Support  
 VOID30  
 BODCOWR NO. 379-1  
 BK044525225/3010181040000000225  
 Franklin Micaela

Here's what to do:

**SLOW IT DOWN**  
Never approve an invoice if you've got questions on it—hold off until you get answers.

**PUSH BACK**  
Talk to the vendor about your concerns and see what they say. Do their responses make sense?

**GET HELP**  
If you're not confident in their answers, contact the hotline and get advice on how to handle it.

1-555-555-5555 | compliance@bigcorp.com | www.bigcorphotline.com



Can you put the icons in a different shape?

especially if government interactions are involved  
Expenses are listed as round numbers

**PROJECT: OBTAIN IMPORT PERMIT**  
 Permit Handling Fees ..... 335.00  
 Customs Duties ..... 2,125.00  
 Expenses ..... 15,000.00  
 PROJECT SUBTOTAL ..... 17,460.00

**PAYMENTS**  
 The name on the bank account isn't the company  
 You're asked to pay an individual, not a company  
 The pay-to bank account and company are located in different countries

SUBTOTAL ..... 29,460.00  
 VAT ..... 3,124.50  
 TOTAL ..... 32,584.50

**PLEASE SUBMIT PAYMENT TO:**  
 40502978938050000047  
 Sergio Espinosa  
 4010020  
 DDCOVER NO. 376-1  
 BR044522257302088040000000225  
 Frankbank Moscow

HERE'S WHAT TO DO:



**SLOW IT DOWN**  
Never approve an invoice if you've got questions on it—hold off until you get answers.



**PUSH BACK**  
Talk to the vendor about your concerns and see what they say. Do their responses make sense?



**GET HELP**  
If you're not confident in their answers, contact the hotline and get advice on how to handle it.



Yes, it's included

We can use different shapes to match your branding.

**BIG CORP.**

**BEFORE YOU APPROVE THAT INVOICE, DID YOU CHECK FOR RED FLAGS?**

Here's what to look for:

**LANGUAGE**  
Items in a language you can't read

**EXPENSES**  
No detail on "expenses," especially if government interactions are involved  
Expenses are listed as round numbers  
Expenses seem excessive

**PAYMENTS**  
The name on the bank account isn't the company  
You're asked to pay an individual, not a company  
The pay-to bank account and company are located in different countries

**MACHINE SUPPLY, INC.**  
Import/export experts for heavy machinery  
P.O. Box 4800, Road Town, Tortola VG 1101, British Virgin Islands

**INVOICE FOR AUGUST**

Standard Services  
Monthly Retainer ..... 10,000.00

Project: Obtain import permit  
Permit Issuance Fees .....  
Customs Duties .....  
Expenses .....  
PROJECT SUBTOTAL .....  
SUBTOTAL .....  
VAT .....  
TOTAL .....

PLEASE SUBMIT PAYMENT TO:  
40502978938050000047  
Sergio Espinosa  
4010020  
DDCOVER NO. 376-1  
BR044522257302088040000000225  
Frankbank Moscow

Here's what to do:

**SLOW IT DOWN**  
Never approve an invoice if you've got questions on it—hold off until you get answers.

**PUSH BACK**  
Talk to the vendor about your concerns and see what they say. Do their responses make sense?

**GET HELP**  
If you're not confident in their answers, contact the hotline and get advice on how to handle it.

1-555-555-5555 | compliance@bigcorp.com | www.bigcorphotline.com

Changed to circle

Changed to square

*Can you use our fonts  
or a different one than  
what you have?*

## BEFORE YOU APPROVE THAT INVOICE DID YOU CHECK FOR RED FLAGS?

### HERE'S WHAT TO LOOK FOR:

LANGUAGE	SKETCHY ENTERPRISES, LTD.
Items in a language you (or the finance team) can't read	Your Government Relations Experts P.O. Box 45200, Road Town, Tortola VG1101, British Virgin Islands
EXPENSES	INVOICE FOR AUGUST
No detail on "expenses," especially if government interactions are involved	STANDARD SERVICES
Expenses are listed as round numbers	Monthly Retainer ..... 10,000.00
	..... 2,000.00
	<b>PROJECT: OBTAIN IMPORT PERMIT</b>
	Permit Handling Fees ..... 335.00
	Customs Duties ..... 2,125.00
	Expenses ..... 15,000.00
	PROJECT SUBTOTAL ..... 17,460.00
	SUBTOTAL ..... 29,460.00
	VAT ..... 3,124.50
	<b>TOTAL ..... 32,584.50</b>
PAYMENTS	PLEASE SUBMIT PAYMENT TO:
The name on the bank account isn't the company	40552979918030000047
You're asked to pay an individual, not a company	Serial Importer
The pay-to bank account and company are located in different countries	VO10030
	GOODPOWER NO. 379-1
	8K044525225/3010181040000000225
	Frankbank Maurice



### Yes, it's included

We can use hundreds of fonts available through Adobe Fonts and Microsoft Office, as well as any font that you can license to us for your use (like a special brand font that you own).



### This is an add-on

If you want to use a unique commercially-available font, we can purchase it and bill you for the expense.



### Never

We cannot use fonts you send to us unless you have a license to do so.

Can you add a clickable link into a PDF version for us?

PACK SMART

- Take a Safe Laptop instead of your regular computer  
*Avoid problems at customs—email [safelaptop@Company.com] to get a travel-safe machine*
- Understand how to rotate your SIM card if necessary  
*If this applies, IT will inform you when you get the Safe Laptop*
- Only take work files you need for this specific trip
- Know how to disable WiFi and find secure networks  
*Need a reminder? [It'll appear when you boot up your Safe Laptop]*
- Bring a privacy screen for your laptop to use in public areas

BE IN THE KNOW ON THE GO

- Review what to do if you get asked for a bribe on the spot  
*Need a reminder? Check out the [RESOURCE (Intranet, call Helpline)]*
- Save the Ethics Helpline and 24/7 Travel Desk in your phone  
*Ethics Helpline: [NUMBER] — Travel Desk: [NUMBER]*
- Keep your Emergency Card on you at all times, just in case
- Hold all business and travel documents until you return  
*Do not discard confidential information at the hotel, in a public place, or another company's office*



Yes, it's included

This is included for both email and web links.



**GOING OVERSEAS ON A BUSINESS TRIP?**  
**HERE'S YOUR TO-DO LIST**

**GET PRE-APPROVALS**

- Planned business gifts and entertainment  
*If giving to a government official or more than \$150, you need pre-approval*
- Product samples you have to carry with you  
*It's easier to ship in advance—if you can't, email [TradeControl@Company.com] for help*

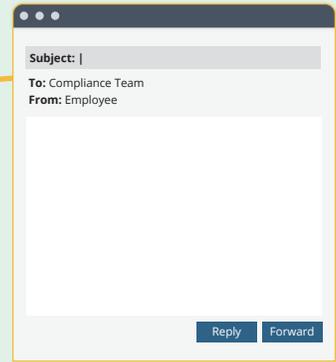
**PACK SMART**

- Take a Safe Laptop instead of your regular computer  
*Avoid problems at customs—email [IT@Company.com] to get a travel-safe machine*
- Understand how to rotate your SIM card if necessary  
*If this applies, IT will inform you when you get the Safe Laptop*
- Only take work files you need for this specific trip
- Know how to disable WiFi and find secure networks  
*Need a reminder? [It'll appear when you boot up your Safe Laptop]*
- Bring a privacy screen for your laptop to use in public areas

**BE IN THE KNOW ON THE GO**

- Review what to do if you get asked for a bribe on the spot  
*Need a reminder? Check out the [www.compliancehelpline.com]*
- Save the Ethics Helpline and 24/7 Travel Desk in your phone  
*Ethics Helpline: 1-555-555-5555 — Travel Desk: 1-555-555-5555*
- Keep your Emergency Card on you at all times, just in case
- Hold all business and travel documents until you return  
*Do not discard confidential information at the hotel, in a public place, or another company's office*

1-555-555-5555    compliancehelpline.com    compliancehelpline.com

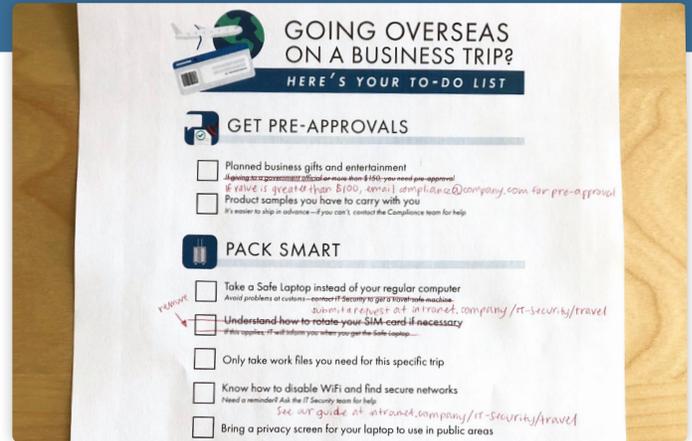


## Ready to start customizing?

Now that know what changes are included, here are two ways you can mark it up so we can implement your changes.

### Marking up edits by hand

1. Print out your job aid or awareness material
2. Handwrite your changes on the document
3. Scan or take a picture of the page
4. Email Broadcat at [customize@thebroadcast.com](mailto:customize@thebroadcast.com)



### Marking up edits digitally

1. Use Adobe, Preview, or another PDF reader to add comments or notes
2. Save the file
3. Email back to Broadcat at [customize@thebroadcast.com](mailto:customize@thebroadcast.com)

