

# Copy Typist Typesetting Interview Questions And Answers Guide.



**Global Guideline.**

<https://globalguideline.com/>



# Copy Typist Typesetting Job Interview Preparation Guide.

## Question # 1

Where do you see your career in five years In Copy Typist Typesetting?

### Answer:-

I would like to retire from this company. I would like to make a difference in the company whether in the company or any other position or area of the company In Copy Typist Typesetting.

[Read More Answers.](#)

## Question # 2

Are you willing to work overtime or odd hours?

### Answer:-

Be completely honest. You don't want to lie to get the job if you're not going to work the hours required.

[Read More Answers.](#)

## Question # 3

How do you adapt to new working environments In Copy Typist Typesetting?

### Answer:-

It's important that you demonstrate that you can adapt to changing environments quickly. You want to stress that you can manage change. The one thing in life that is constant after all, is change.

[Read More Answers.](#)

## Question # 4

Are you good at working in a team In Copy Typist Typesetting?

### Answer:-

Before you answer, consider how you best contribute to a team:

- \* Do you get along easily with people?
- \* Are you an effective collaborator?
- \* Can you communicate with people from various backgrounds and with different personalities?
- \* Can you motivate people?
- \* Do you know how to push back tactfully?
- \* Can you mediate conflicts?
- \* Can you deal with difficult personalities?

[Read More Answers.](#)

## Question # 5

What has disappointed you about a previous job?

### Answer:-

Again, this question could get you in trouble so tread carefully. Some good answers might be that your previous job didn't provide any room for growth, that you were laid off due to a mandatory reduction in staff, that they closed their office in your state and required you to relocate, etc. Make sure not to mention anything negative about the people you worked with, the company in general or the job itself.

[Read More Answers.](#)

## Question # 6

How did you become interested in this field/industry?

### Answer:-

Describe how you've come to develop a passion or interest in this industry and use variables like "culture, people, vision, career development, and the work itself" to define your choice



## [Copy Typist Typesetting Interview Questions And Answers](#)

---

[Read More Answers.](#)

### **Question # 7**

What have you done to improve yourself in the last year In Copy Typist Typesetting?

#### **Answer:-**

Discuss how you've improved yourself through work experiences, books you've read, classes, club(s) / extracurricular activities and describe the process on how it's happened. For example: I've improved my presentation skills tremendously because I've had to do 2 presentations this year for my communications class.

[Read More Answers.](#)

### **Question # 8**

How would your references describe you?

#### **Answer:-**

Think of three major characteristics that demonstrate your best qualities related to work and then have quick stories to describe why.

[Read More Answers.](#)

### **Question # 9**

Give me an example of how you handled pressure at work In Copy Typist Typesetting?

#### **Answer:-**

The company is looking to see if you can handle pressure well. Share with them an example where you were able to stay calm during a pressure filled situation (perhaps it was a deadline, or there was an emergency with a customer occurring). Discuss the situation, your reaction and steps you took to resolve it and the outcome.

[Read More Answers.](#)

### **Question # 10**

What motivates you at the work place?

#### **Answer:-**

Keep your answer simple, direct and positive. Some good answers may be the ability to achieve, recognition or challenging assignments.

[Read More Answers.](#)

### **Question # 11**

Have you ever been caught stealing, or better yet, have you ever stole anything?

#### **Answer:-**

I guess everyone takes a pen or paper or little things like that. But other than that, NO. I have never stole from my employers or better yet In Copy Typist Typesetting, from anyone.

[Read More Answers.](#)

### **Question # 12**

How well do you know our company?

#### **Answer:-**

Well, a developed company that is gradually building their reputation in the competitive world.

[Read More Answers.](#)

### **Question # 13**

Your coworker highlights your mistakes in front of everyone, how do you handle the situation?

#### **Answer:-**

Admit to the mistake without being emotional, but then discuss how you are being proactive in getting it fixed. Lastly, pull the co-worker aside later on to tell them that you'd appreciate it if they gave you the feedback 1:1 first before throwing you under the bus.

[Read More Answers.](#)

### **Question # 14**

What is your greatest achievement outside of work In Copy Typist Typesetting?

#### **Answer:-**

This is a great opportunity for you to discuss how you've given back to the community, how you've achieved in a competitive extracurricular activity (think sports or clubs), how you've mentored others, and so forth.

[Read More Answers.](#)

### **Question # 15**

What can you offer us that someone else can not?

#### **Answer:-**

Bad Answer: Going negative - if the candidate starts trash talking other candidates, it's a sure sign of a bad attitude. Also, if they can't provide a solid answer, it may show that they lack thorough knowledge of the skills the job requires, and an understanding of where they fit in.

Good answer: The candidate can name specific skills, abilities or understandings they have that apply directly to the job that other candidates are unlikely to have, or



are in short supply.

[Read More Answers.](#)

### **Question # 16**

If you have multiple projects on your plate, how do you handle completing them on time?

**Answer:-**

Prioritize based on business importance. Set clear timelines for each so that you know which ones to knock out first. Get your teammates to help if necessary.

[Read More Answers.](#)

### **Question # 17**

What is the most irritating thing you've experienced about your co-workers?

**Answer:-**

This question is designed to find out if you get along well on team, with other and whether or not you'll be a fit with the interviewer's organization. It's a trap. Think real hard but fail to come up anything that irritated you about your co-workers. A short positive response is best.

[Read More Answers.](#)

### **Question # 18**

Top 12 Stress Based Interview Questions In Copy Typist Typesetting:

**Answer:-**

Some jobs require employees to work under stress, and some interviewers just like to see how applicants handle stressful questions.

There are many questions designed for putting the interviewee into an awkward situation, or throwing them off, to see how they do under stress. Here are some samples.

1. How do you feel this interview is going In Copy Typist Typesetting?
2. How would you handle undeserved criticism from a superior?
3. How many other jobs are you applying for?
4. What would you do if you saw a colleague stealing supplies or equipment?
5. What did you do when you had a boss you didn't get along with?
6. What would you do if a colleague took credit for your idea, and got a promotion?
7. Was the stress of your previous job too much for you?
8. What would you do if a colleague admitted to lying on their resume to get the job?
9. What would you do if a customer verbally insulted you in front of co-workers?
10. What would you change about the design of a baseball hat?
11. Why were you fired from your previous job In Copy Typist Typesetting?
12. How successful do you think you've been so far?

[Read More Answers.](#)

### **Question # 19**

How do you stay organized?

**Answer:-**

By maintaining proper routine every day. Putting my strongest points with my weakness. High priority always comes first In Copy Typist Typesetting.

[Read More Answers.](#)

### **Question # 20**

Do you know anyone working with this organization?

**Answer:-**

It would be great if you did - then you could potentially use them as a referral if they thought highly of you.

[Read More Answers.](#)

### **Question # 21**

What have you learned from mistakes on the job?

**Answer:-**

Candidates without specific examples often do not seem credible. However, the example shared should be fairly inconsequential, unintentional, and a learned lesson should be gleaned from it. Moving ahead without group assistance while assigned to a group project meant to be collaborative is a good example.

[Read More Answers.](#)

### **Question # 22**

How do you feel about taking on repetitive tasks In Copy Typist Typesetting?

**Answer:-**

This answer depends on whether or not the job has a lot of repetitive tasks with no variation. If it does, then you would need to be okay with the idea of doing the same task over and over again. If you feel you can offer more than repetitive work, then describe how you would be able to do so.

[Read More Answers.](#)

### **Question # 23**

What do you feel you deserve to be paid?



## [Copy Typist Typesetting Interview Questions And Answers](#)

---

### **Answer:-**

Do your research before answering this question - first, consider what the market average is for this job. You can find that by searching on Google (title followed by salary) and [globalguideline.com](http://globalguideline.com) and other websites. Then, consider this - based on your work experience and previous results, are you above average, if yes, by what % increase from your pay today from your perspective? Also - make sure if you aim high you can back it up with facts and your previous results so that you can make a strong case.

[Read More Answers.](#)

### **Question # 24**

What other jobs are you applying for In Copy Typist Typesetting?

### **Answer:-**

If you're applying with other similar companies in a similar or the same industry, it's actually okay to state that as it shows you're valued and wanted.

[Read More Answers.](#)

### **Question # 25**

What are ideas or initiatives you've led and what was the outcome?

### **Answer:-**

Describe your most unique ideas and initiatives that had the best results for the company. Make sure you highlight your creativity, your results, your diligence and your ability to execute.

[Read More Answers.](#)

### **Question # 26**

What motivates you to succeed?

### **Answer:-**

Your interviewer will likely want to know the reasons why you will remain motivated to do your best during your employment with the company In Copy Typist Typesetting. Perhaps you are interested in being challenged, but you may also have interest in being recognized for your hard work in the form of the number of sales you can attain. A great example answer for this question is "I always do my best in everything, including my job. I take pride in my success, and I also want the company for which I work to be successful. Being affiliated with a company that is known for its excellence is very important to me."

[Read More Answers.](#)

### **Question # 27**

Why should we give you this job In Copy Typist Typesetting when someone else is equally qualified?

### **Answer:-**

Describe how you're unique, but make sure you tie it to the job responsibilities and how you would impact the company. For example, "I believe my unique programming skills and experience in developing over 18 best selling iphone apps will help the company develop high quality applications faster than my competitors"

[Read More Answers.](#)

### **Question # 28**

Describe to me a time where you had to make a hard decision In Copy Typist Typesetting?

### **Answer:-**

Hard decisions are hard for a reason. It could dramatically effect the company. It could affect other workers. So if you have a story about how you made a hard decision and had a good outcome, share that. If you have one where the outcome wasn't great, explain how you would have changed the way you approached the decision to show you learned how to improve.

[Read More Answers.](#)

### **Question # 29**

What motivates you to work In Copy Typist Typesetting?

### **Answer:-**

Describe what makes you passionate about the work. It could be the company's vision, the product, your desire to succeed, the clients, your peers and so on. They key is to first understand what internally motivates you to do your job and then to emphasize that in a positive way

[Read More Answers.](#)

### **Question # 30**

What did you major in and why?

### **Answer:-**

Tell them your major and the motivations behind why you chose it and how it's helped to prep your of this potential job.

[Read More Answers.](#)

### **Question # 31**

What do you already know about our company?

### **Answer:-**

Good reputation of a large home grown company that has various departments and product.

[Read More Answers.](#)



### **Question # 32**

Can you perform Internet research? Please describe to me your steps in doing so?

#### **Answer:-**

Internet research can entail Google searches, industry sites, news articles, social networks and company websites.

[Read More Answers.](#)

### **Question # 33**

Describe your work style?

#### **Answer:-**

Describe the positive aspects of your work style if possible, including: work ethic, attention to detail, interpersonal skills, skill sets (analytical or otherwise), leadership abilities, communication skills.

[Read More Answers.](#)

### **Question # 34**

If you could offer suggestions on how to improve our company, what would you say?

#### **Answer:-**

Examine the trends of the company and also where there may be some weaknesses (news articles often document this on public companies or look at their competitors to see how they're positioning it against them.) Then, once you have that knowledge, think creatively on how you could improve upon that weakness for them.

[Read More Answers.](#)

### **Question # 35**

What is your perception of taking on risk?

#### **Answer:-**

Your answer depends on the type of company you're interviewing for. If it's a start up, you need to be much more open to taking on risk. If it's a more established company, calculated risks to increase / improve the business or minimal risks would typically be more in line.

[Read More Answers.](#)

### **Question # 36**

Did you get on well with your last manager?

#### **Answer:-**

A dreaded question for many! When answering this question never give a negative answer. "I did not get on with my manager" or "The management did not run the business well" will show you in a negative light and reduce your chance of a job offer. Answer the question positively, emphasizing that you have been looking for a career progression. Start by telling the interviewer what you gained from your last job In Copy Typist Typesetting

[Read More Answers.](#)

### **Question # 37**

What classes did you enjoy most in college and why?

#### **Answer:-**

Think back to the classes that either resonated with your passion or truly helped you to develop skills that you believe will help you in your career. Talk about those.

[Read More Answers.](#)

### **Question # 38**

What will your ramp time be before you become a meaningful contributor?

#### **Answer:-**

Companies want staff that can ramp quickly, but also want people who are realistic. So take into consideration how intense the job is and then give a good answer. For example, if you have simple responsibilities that don't require a huge development curve, then your ramp time will probably be shorter. If it's a complex set of skills that you need to develop, then your ramp time could be longer - the key is you have to explain why you believe that ramp time should be.

[Read More Answers.](#)

### **Question # 39**

Why are you leaving the present company?

#### **Answer:-**

According to me we can not grow in the field without taking more responsibilities and risks and also we can't enhance our team leading capabilities, managerial skills without expose to wide range of people.

[Read More Answers.](#)

### **Question # 40**

Tell me about the last time you missed a goal or deadline?

#### **Answer:-**

Unless you're a completely perfect person, chances are you've messed up before on a goal/deadline. If so, discuss how you fell short and what you would have done in retrospect to achieve it.



[Read More Answers.](#)

### **Question # 41**

How do you imagine a typical day of an employee in our company In Copy Typist Typesetting?

#### **Answer:-**

Just do not say that you imagine to only walk and watch what people do. Rather try to show them your attention to details and proactive attitude to job. Mention that you would try to observe the problems, weaknesses as well as opportunities to improve the results and take measures according to it.

[Read More Answers.](#)

### **Question # 42**

How will you approach learning this "new" job In Copy Typist Typesetting?

#### **Answer:-**

Interview peers and leaders/managers, read industry news, practice the skill sets needed, absorb information on the job as much as possible.

[Read More Answers.](#)

### **Question # 43**

How do you evaluate your ability to handle conflict?

#### **Answer:-**

I pride myself on being a good problem solver. Through my previous job and management positions I have faced numerous conflicts in different situations, and my experiences have helped me to hone my issue resolution skills. I believe that it is important to get to and address the root of the issue, in a respectable manner.

[Read More Answers.](#)

### **Question # 44**

What do you know about this department?

#### **Answer:-**

One good way to find out about the department is to try to "informally" interview the existing employees over coffee (outside of the office) if possible. It's hard if you don't have any connections there, but if you do a great way to learn about it. Other than that, it's often hard to learn about the department so you can turn the table back on them by asking questions to learn about it.

[Read More Answers.](#)

### **Question # 45**

Describe a typical work week for this position In Copy Typist Typesetting?

#### **Answer:-**

Interviewers expect a candidate for employment to discuss what they do while they are working in detail. Before you answer, consider the position In Copy Typist Typesetting you are applying for and how your current or past positions relate to it. The more you can connect your past experience with the job opening, the more successful you will be at answering the questions.

[Read More Answers.](#)

### **Question # 46**

How do you ensure all of your work gets accomplished in a productive manner?

#### **Answer:-**

The key is to prioritize what's important in your work and to stay organized to accomplish the tasks. A strong work ethic also helps.

[Read More Answers.](#)

### **Question # 47**

What were the responsibilities of your last position In Copy Typist Typesetting?

#### **Answer:-**

If you want to show your ambition, you can discuss how you haven't reached all of your goals yet and in that sense aren't satisfied. However, if you want to discuss satisfaction from your job discuss an experience in which you achieved something.

[Read More Answers.](#)

### **Question # 48**

Are you planning to continue your studies and training In Copy Typist Typesetting?

#### **Answer:-**

If asked about plans for continued education, companies typically look for applicants to tie independent goals with the aims of the employer. Interviewers consistently want to see motivation to learn and improve. Continuing education shows such desires, especially when potentials display interests in academia potentially benefiting the company.

Answering in terms of "I plan on continuing my studies in the technology field," when offered a question from a technology firm makes sense. Tailor answers about continued studies specific to desired job fields. Show interest in the industry and a desire to work long-term in said industry. Keep answers short and to the point, avoiding diatribes causing candidates to appear insincere.

[Read More Answers.](#)

### **Question # 49**



## [Copy Typist Typesetting Interview Questions And Answers](#)

---

Tell me one thing about yourself you wouldn't want me to know?

**Answer:-**

Talk about a trait that you would consider a weakness. No need to talk about your deepest darkest secrets here.

[Read More Answers.](#)

**Question # 50**

What would your first 30, 60, or 90 days look like in this role In Copy Typist Typesetting?

**Answer:-**

Start by explaining what you'd need to do to get ramped up. What information would you need? What parts of the company would you need to familiarize yourself with? What other employees would you want to sit down with? Next, choose a couple of areas where you think you can make meaningful contributions right away. (e.g., "I think a great starter project would be diving into your email marketing campaigns and setting up a tracking system for them.") Sure, if you get the job, you (or your new employer) might decide there's a better starting place, but having an answer prepared will show the interviewer where you can add immediate impact-and that you're excited to get started.

[Read More Answers.](#)

**Question # 51**

How have you changed in the last five years?

**Answer:-**

All in a nutshell. But I think I've attained a level of personal comfort in many ways and although I will change even more in the next 5-6 years I'm content with the past 6 and what has come of them.

[Read More Answers.](#)

**Question # 52**

What do you think we could do better or differently?

**Answer:-**

This is a common one at startups. Hiring managers want to know that you not only have some background on the company, but that you're able to think critically about it and come to the table with new ideas. So, come with new ideas! What new features would you love to see? How could the company increase conversions? How could customer service be improved? You don't need to have the company's four-year strategy figured out, but do share your thoughts, and more importantly, show how your interests and expertise would lend themselves to the job.

[Read More Answers.](#)

**Question # 53**

Why are you leaving your current job?

**Answer:-**

This is a toughie, but one you can be sure you'll be asked. Definitely keep things positive-you have nothing to gain by being negative about your past employers. Instead, frame things in a way that shows that you're eager to take on new opportunities and that the role you're interviewing for is a better fit for you than your current or last position. For example, "I'd really love to be part of product development from beginning to end, and I know I'd have that opportunity here." And if you were let go? Keep it simple: "Unfortunately, I was let go," is a totally OK answer.

[Read More Answers.](#)

**Question # 54**

How long will it take for you to make a significant contribution?

**Answer:-**

First define significant contribution - once you do that - lay out a timeline plan in which you think you can achieve that.

[Read More Answers.](#)

**Question # 55**

How do you think I rate as an interviewer?

**Answer:-**

I think you did fine. I'm sure you've conducted a lot of interviews, and it's probably second nature for you now. Thanks for taking the time to meet with me today. I'm sure you have a lot of things you have to juggle every day. I'd say you rate at least ten out of ten. The questions you asked seemed spot on. I can tell you guys are working hard to find the perfect applicant for the job. I'm glad I could meet with you.

[Read More Answers.](#)

**Question # 56**

What general trends do you see in our industry?

**Answer:-**

Examine what's happened in the industry in the last 5 - 10 years and how it's evolved and then look at what both the company and analysts are saying about the future of that industry in which that company competes in. Read trade magazines / online sources in that industry as well to make sure you stay up to date on trends.

[Read More Answers.](#)

**Question # 57**

If I were to give you this salary you requested but let you write your job description for the next year, what would it say?





## [Copy Typist Typesetting Interview Questions And Answers](#)

---

### **Answer:-**

It should say the same thing - after all - if you think this salary is fair then it should suit the responsibilities!

[Read More Answers.](#)

### **Question # 58**

What is your greatest weakness In Copy Typist Typesetting? What are you doing to improve it?

### **Answer:-**

I believe my biggest weakness In Copy Typist Typesetting is wanting to help anyone I can help. What I mean is I am willing to take on task that are not my job. I want to learn all I can. However, that has helped me get promoted or even asked to help in times of need in other department. I have been know as the "go to person" when help is needed.

[Read More Answers.](#)

### **Question # 59**

How would you rate your communication and interpersonal skills for this job In Copy Typist Typesetting?

### **Answer:-**

These are important for support workers. But they differ from the communication skills of a CEO or a desktop support technician. Communication must be adapted to the special ways and needs of the clients. Workers must be able to not only understand and help their clients, but must project empathy and be a warm, humane presence in their lives.

[Read More Answers.](#)

### **Question # 60**

Do you think a leader should be feared or liked?

### **Answer:-**

Liked. You want to work harder for people that inspire and motivate you. Fear only lasts for so long.

[Read More Answers.](#)

### **Question # 61**

How do you keep each member of the team involved and motivated?

### **Answer:-**

Many managers mistakenly think that money is the prime motivator for their employees. However, according to surveys by several different companies, money is consistently ranked five or lower by most employees. So if money is not the best way to motivate your team, what is?

Employees' three most important issues according to employees are:

- \* Respect
- \* A sense of accomplishment
- \* Recognition

[Read More Answers.](#)

### **Question # 62**

How many square feet of pizza are eaten in the United States each month?

### **Answer:-**

This is a classic guesstimate question where you need to think aloud. And so first off you round the U.S. population to 300 million people (it's actually about 315 million but rounding will be much easier and your interviewer will not score you lower for rounding). Then estimate how many people eat pizza. A decent educated guess is two out of every three people, or 200 million. Now let's say the average pizza-eating person eats pizza twice a month, and eats two slices at a time. That's four slices a month. If the average slice of pizza is perhaps six inches at the base and 10 inches long, then the slice is 30 square inches of pizza. So, four pizza slices would be 120 square inches (30 times 4).

Since one square foot equals 144 square inches (12 times 12), let's assume that each person who eats pizza eats one square foot per month. Since there are 200 million pizza-eating Americans, 200 million square feet of pizza are consumed in the U.S. each month. To summarize: 300 million people in America, 200 million eat pizza, average slice of pizza is six inches at the base and 10 inches long or 30 square inches, average American eats four slices of pizza a month, four pieces times 30 square inches equals 120 square inches (one square foot is 144 square inches), so let's assume one square foot per person, and thus one square foot times 200 million people equals 200 million square feet of pizza a month.

[Read More Answers.](#)

### **Question # 63**

What's the least rewarding work you've ever done and why?

### **Answer:-**

Describe work you've done that you feel doesn't take advantage of your full potential. For example, "I once had to make paper copies for my job and I feel it didn't take full advantage of my skills. However, it did teach me to be humble in my work and to appreciate a good opportunity when it arose to use my skills"

[Read More Answers.](#)

### **Question # 64**

When was the last time something upset you at work? What did you do?

### **Answer:-**

Almost everyone has an emotional moment related to work at some point - you're not alone. The key is to learn why you reacted that way and to focus not on the problem but HOW to resolve it. Another key component is to be aware of your emotional response so that you can learn to control it in the future in a calm way.

[Read More Answers.](#)

## **Cryptography Most Popular Interview Topics.**

- 1 : [Cryptography General Frequently Asked Interview Questions and Answers Guide.](#)
- 2 : [Encryption Decryption Frequently Asked Interview Questions and Answers Guide.](#)
- 3 : [Cryptography Frequently Asked Interview Questions and Answers Guide.](#)
- 4 : [Digital Certificates Frequently Asked Interview Questions and Answers Guide.](#)
- 5 : [Ciphers Frequently Asked Interview Questions and Answers Guide.](#)
- 6 : [Cryptography Algorithm Frequently Asked Interview Questions and Answers Guide.](#)
- 7 : [Cryptography Protocols Frequently Asked Interview Questions and Answers Guide.](#)
- 8 : [Typist Frequently Asked Interview Questions and Answers Guide.](#)
- 9 : [Typesetter Frequently Asked Interview Questions and Answers Guide.](#)
- 10 : [Cryptography Teacher Frequently Asked Interview Questions and Answers Guide.](#)

## About Global Guideline.

**Global Guideline** is a platform to develop your own skills with thousands of job interview questions and web tutorials for fresher's and experienced candidates. These interview questions and web tutorials will help you strengthen your technical skills, prepare for the interviews and quickly revise the concepts. Global Guideline invite you to unlock your potentials with thousands of [Interview Questions with Answers](#) or begin a tutorial right away, such as [HTML](#), [XML](#), [XSLT](#), [Cascading Style Sheet \(CSS\)](#), [Search Engine Optimization \(SEO\)](#), [JavaScript](#), [Structure Query Language \(SQL\)](#), [Database Articles](#), [Web Hosting Guide](#) and much more. Learn the most common technologies [Interview Questions and Answers](#). We will help you to explore the resources of the World Wide Web and develop your own skills from the basics to the advanced. Here you will learn anything quite easily and you will really enjoy while learning. Global Guideline will help you to become a professional and Expert, well prepared for the future.

\* This PDF was generated from <https://globalguideline.com> at **June 18th, 2023**

\* If any answer or question is incorrect or inappropriate or you have correct answer or you found any problem in this document then don't hesitate feel free and [e-mail us](#) we will fix it.

You can follow us on FaceBook for latest Jobs, Updates and other interviews material.  
[www.facebook.com/InterviewQuestionsAnswers](http://www.facebook.com/InterviewQuestionsAnswers)

Follow us on Twitter for latest Jobs and interview preparation guides  
<https://twitter.com/InterviewGuide>

Best Of Luck.

Global Guideline Team  
<https://GlobalGuideline.com>  
[Info@globalguideline.com](mailto:Info@globalguideline.com)