

# Typewriter Servicer Interview Questions And Answers Guide.



**Global Guideline.**

<https://globalguideline.com/>



# Typewriter Servicer Job Interview Preparation Guide.

### Question # 1

What would you like to avoid completely in your next job Regarding Typewriter Servicer?

#### Answer:-

Bad business ethics, teammates / managers that are disrespectful / inconsiderate. But of course, this job wouldn't have things like this right?

[Read More Answers.](#)

### Question # 2

What specific steps do you utilize in solving workplace problems?

#### Answer:-

Analyze the problem Regarding Typewriter Servicer. Discuss possible remedies and resulting outcomes. Decide on the remedy and track results. Re-visit problem if it's not resolved.

[Read More Answers.](#)

### Question # 3

Can you describe your ideal boss/supervisor?

#### Answer:-

During the interview Regarding Typewriter Servicer process employers will want to find out how you respond to supervision. They want to know whether you have any problems with authority, If you can work well as part of a group (see previous question) and if you take instructions well etc. Never ever ever, criticize a past supervisor or boss. This is a red flag for airlines and your prospective employer will likely assume you are a difficult employee, unable to work in a team or take instruction and side with your former employer.

[Read More Answers.](#)

### Question # 4

Do you work well within a team?

#### Answer:-

Some people are thrown when they are asked this Typewriter Servicer question when they are applying for a position to work alone. Every company works as a team, so you are a good team player, give an example of when you have worked well within a team.

[Read More Answers.](#)

### Question # 5

Tell me about a time you failed?

#### Answer:-

Everyone has failed, so don't play dumb or claim you've never messed up Regarding Typewriter Servicer. Think of a time when a work-related situation didn't turn out quite as you had hoped. An interviewer is interested in seeing how you took responsibility for your failure, what you learned from it, and how you would prevent similar failures from happening again.

[Read More Answers.](#)

### Question # 6

What do you ultimately want to become?

#### Answer:-

Do you want to be an entry level worker Regarding Typewriter Servicer? Do you want to be a leader? Do you want to be an entrepreneur? Do you want to be a philanthropist? Do you want to be in middle management? Ask yourself these questions to figure it out.

[Read More Answers.](#)

### Question # 7

Top 17 Behavioral Interview Questions Regarding Typewriter Servicer:



## Typewriter Servicer Interview Questions And Answers

---

### **Answer:-**

Behavioral interviews Regarding Typewriter Servicer were popularized by industrial psychologists in the 1970s, and have been used at big companies like AT&T. The idea behind them is that past responses to situations are the best predictor of how candidates will respond in the future.

1. Tell me about a time you faced a conflict while working as part of a team.
2. Talk about a goal you set for yourself. What did you do to make sure you met the goal?
3. Give an example of a time when you had to work with someone with a very different personality from yours.
4. Talk about an instance where you wish you'd handled a situation differently with a team member.
5. What's the most difficult problem you have had to solve Regarding Typewriter Servicer?
6. Give an example of how you handled a situation where you needed information from a colleague who wasn't responsive.
7. Talk about a time when you had problems building a relationship with a key team member. What did you do?
8. Tell me about an instance when it was important to make a great impression on a client. What did you do?
9. Tell me about a situation where you had to work with a difficult client.
10. Tell me about a situation where you disappointed a client, and how you tried to fix it.
11. Talk about a time when you had to strategize to meet all your obligations.
12. Talk about a time when you failed at something. How did you react?
13. Talk about a time you took on a leadership role.
14. Tell me about a long-term project you oversaw. How did you keep it focused and on schedule?
15. Talk about a time when you were under a lot of stress. What caused it, and how did you manage?
16. Do you prefer to work alone or with others Regarding Typewriter Servicer?
17. Tell me about a time when you were overwhelmed by the amount of work on your agenda. How did you handle it?

[Read More Answers.](#)

### **Question # 8**

How do you stay organized?

### **Answer:-**

By maintaining proper routine every day. Putting my strongest points with my weakness. High priority always comes first Regarding Typewriter Servicer.

[Read More Answers.](#)

### **Question # 9**

Name five characteristics that describe you?

### **Answer:-**

Here are a few you could choose from:

Hard working, strong willed, persistent, intelligent, adept, amicable, friendly, collaborative, eager, humble.

[Read More Answers.](#)

### **Question # 10**

What are your weaknesses for Typewriter Servicer position?

### **Answer:-**

Try not to be too critical when answering this question. Instead, pick one of your weaknesses and try to turn it into a positive.

For example, you could be a perfectionist, which means that you sometimes take longer on tasks, but you make sure that they are completed to a high quality. It is important to make a negative into a positive as it doesn't make you appear overly critical and shows you can reflect on your own performance.

[Read More Answers.](#)

### **Question # 11**

What attracted you to this company Regarding Typewriter Servicer?

### **Answer:-**

You could discuss the company's vision, culture and solutions/services as reasons for wanting to join it.

[Read More Answers.](#)

### **Question # 12**

Why are you interested in working Regarding Typewriter Servicer for [insert company name here]?

### **Answer:-**

Bad Answer: They don't have a good reason, or provide a generic answer, "I think it represents a great opportunity."

Good answer: One that shows they've done research on the company, and are truly excited about specific things they can do at the job. This not only shows enthusiasm for the work and basic preparation skills, gives you clues about the cultural fit.

[Read More Answers.](#)

### **Question # 13**

Tell us something about yourself?

### **Answer:-**

Bad Answer: Candidates who ramble on about themselves without regard for information that will actually help the interviewer make a decision, or candidates who actually provide information showing they are unfit for the job.

Good answer: An answer that gives the interviewer a glimpse of the candidate's personality, without veering away from providing information that relates to the job. Answers should be positive, and not generic.

[Read More Answers.](#)

### **Question # 14**



## Typewriter Servicer Interview Questions And Answers

---

What are the goals you've set for yourself?

**Answer:-**

You could discuss your goals with regards to these categories: Career goals, impact you want to leave on society, financial goals, academic goals, charitable goals.

[Read More Answers.](#)

**Question # 15**

What did you dislike about your old job?

**Answer:-**

Try to avoid any pin point, like never say "I did not like my manager or I did not like environment or I did not like team" Never use negative terminology. Try to keep focus on every thing was good Regarding Typewriter Servicer, I just wanted to make change for proper growth.

[Read More Answers.](#)

**Question # 16**

When were you most satisfied in your job Regarding Typewriter Servicer?

**Answer:-**

I'm a people person. I was always happiest and most satisfied when I was interacting with community residents, making sure I was able to meet their needs and giving them the best possible comfort in a tough situation. It was my favorite part of the job, and it showed. Part of the reason I'm interested in this job is that I know I'd have even more interaction with the public, on an even more critical level.

[Read More Answers.](#)

**Question # 17**

You have a project due in one hour but a more important emergency that affects business needs to be fixed immediately, what do you do?

**Answer:-**

Focus on the issue that impacts the business most first.

[Read More Answers.](#)

**Question # 18**

Why are you leaving last job?

**Answer:-**

Although this would seem like a simple question, it can easily become tricky. You shouldn't mention salary being a factor at this point Regarding Typewriter Servicer. If you're currently employed, your response can focus on developing and expanding your career and even yourself. If you're current employer is downsizing, remain positive and brief. If your employer fired you, prepare a solid reason. Under no circumstance should you discuss any drama or negativity, always remain positive.

[Read More Answers.](#)

**Question # 19**

Top 11 Interview Questions to Ask when Emotional Intelligence Matters Regarding Typewriter Servicer:

**Answer:-**

Emotional intelligence, or EQ, has come into vogue as a good trait to hire for.

EQ is the ability to use emotional information to guide thinking and behavior, to recognize other people's emotions and your own, and to discriminate between different feelings and label them appropriately.

EQ is considered essential to help teams function well. Here are some of the top questions for help you get an idea of how candidates perceive their emotions and those of others.

1. If you started a company today, what would its top values be?
2. Who inspires you? Why?
3. How could you create more balance in your life?
4. What makes you angry?
5. How do you have fun?
6. How good are you at asking for help?
7. How did you deal with a bad day?
8. What's something you're really proud of? Why?
9. Tell me about a time when your mood altered your performance (positively or negatively).
10. Has there ever been a time when you felt you needed to change your behavior at work? How did you do it?
11. Did you create friendships that lasted while working at a previous job?

[Read More Answers.](#)

**Question # 20**

What have you done to improve your knowledge Regarding Typewriter Servicer in the last year?

**Answer:-**

Try to include improvement activities that relate to the job Regarding Typewriter Servicer. A wide variety of activities can be mentioned as positive self-improvement. Have some good ones handy to mention.

[Read More Answers.](#)

**Question # 21**

How do you feel about taking on repetitive tasks Regarding Typewriter Servicer?

**Answer:-**



## Typewriter Servicer Interview Questions And Answers

---

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 # 22**

How have you shown yourself to be a leader?

**Answer:-**

Think about a time where you've rallied a group of people around a cause / idea / initiative and successfully implemented it. It could be a small or large project but the key is you want to demonstrate how you were able to lead others to work for a common cause.

[Read More Answers.](#)

### **Question # 23**

Do you have the ability to articulate a vision and to get others involved to carry it out?

**Answer:-**

If yes, then share an example of how you've done so at work or college. If not, then discuss how you would do so. Example: "I would first understand the goals of the staff members and then I would align those to the goals of the project / company. Then I would articulate the vision of that alignment and ask them to participate. From there, we would delegate tasks among the team and then follow up on a date and time to ensure follow through on the tasks. Lastly, we would review the results together."

[Read More Answers.](#)

### **Question # 24**

Why do you want to join our company?

**Answer:-**

This is a question that is aimed at finding out whether you know enough about the company and the basic market. The best way to answer this question is to do some research on the company and highlight its positive points.

[Read More Answers.](#)

### **Question # 25**

Describe your vision of your perfect dream job?

**Answer:-**

Ideally, the role you're applying for either is that dream job or will help you get to it. If it's going to help you get there, describe the elements of that job role that you are passionate about so that it ties to the vision of what your dream job is. Be honest and talk about the type of work environment, management team / leadership, coworkers, culture, vision and products/services you'd like your dream job to entail.

[Read More Answers.](#)

### **Question # 26**

Do you value recognition or pay more? Why?

**Answer:-**

Either preference is fine, but just remember you have to be able to explain why. If you say recognition, then back that up by describing how achievement really carries weight with you and how you like to feel valued in the work that you do because it validates that you're helping your teammates / customers and so forth. If you choose money, you can also explain that is important to you as validation and you can highlight how money is important to you because of your goals (financial security, providing for your family, and so forth). The key is to be authentic with your answer. However, if you say you value pay more because you're greedy - know that doesn't align usually to most company's values/vision.

[Read More Answers.](#)

### **Question # 27**

Who was your favorite manager and why?

**Answer:-**

Describe the attributes you liked about your favorite manager, typically attributes discussed are: Great at coaching, inspiring, motivating, empowering, trusting, delegating, leading, etc.

[Read More Answers.](#)

### **Question # 28**

Why should we select you not others?

**Answer:-**

Here you need to give strong reasons to your interviewer to select you not others. Sell yourself to your interviewer in interview in every possible best way. You may say like I think I am really qualified for the position. I am a hard worker and a fast learner, and though I may not have all of the qualifications that you need, I know I can learn the job and do it well."

[Read More Answers.](#)

### **Question # 29**

What role do you see technology playing in this role?

**Answer:-**

Technology is important to almost every job today but it's not meant to be abused. I believe it's important to increase productivity and not for personal use.



## [Typewriter Servicer Interview Questions And Answers](#)

---

[Read More Answers.](#)

### **Question # 30**

In what areas do you think you will need guidance?

**Answer:-**

Think about what you need to learn going into the job. Skill sets, industry knowledge, relationship building, team dynamics. Which areas are ones you're lacking?

[Read More Answers.](#)

### **Question # 31**

What do you know about this company?

**Answer:-**

Research the company on Google by searching recent news (to remain current on them) and their website. Make sure you understand their products / services, vision, competitive differentiators, and work culture.

[Read More Answers.](#)

### **Question # 32**

Explain a time when you did not get along with your coworker?

**Answer:-**

I used to lock heads with a fellows. We disagreed over a lot of things - from the care of civilians to who got what shifts to how to speak with a victim's family. Our personalities just didn't mesh. After three months of arguing, I pulled her aside and asked her to lunch. At lunch, we talked about our differences and why we weren't getting along. It turns out, it was all about communication. We communicated differently and once we knew that, we began to work well together. I really believe that talking a problem through with someone can help solve any issue.

[Read More Answers.](#)

### **Question # 33**

How do you handle your anger?

**Answer:-**

I don't get angry very easily but in the rare occasion that I do, I hold it in and act as though nothing is wrong.

[Read More Answers.](#)

### **Question # 34**

What is the most important quality a supervisor should have?

**Answer:-**

The ability to inspire / lead a team towards one common vision.

[Read More Answers.](#)

### **Question # 35**

How do you stay up to date with industry?

**Answer:-**

Discuss how you stay up to date by reading industry specific sites, magazines, and Google / yahoo news. Also make sure you stay up to date by reading the current news on the company's website.

[Read More Answers.](#)

### **Question # 36**

How do you define arrogance? Are you arrogant?

**Answer:-**

Arrogance is having an attitude of superiority beyond reason. Confidence is believing in yourself without being cocky. You should not be arrogant.

[Read More Answers.](#)

### **Question # 37**

Give me a few examples of how you're results oriented?

**Answer:-**

Make you give an example where you discuss details and metrics. For example, I was a tutor in my last job and mentored 5 students on their SAT test taking skills and raised their scores by 15% on average after a 3 month teaching stint.

[Read More Answers.](#)

### **Question # 38**

Who are your role models? Why?

**Answer:-**

If possible, cite role models you're truly passionate about - passion is contagious and will show you're being genuine. If the role model is in the same or similar industry as the company in an executive level position, even better.



## [Typewriter Servicer Interview Questions And Answers](#)

---

[Read More Answers.](#)

### **Question # 39**

Describe yourself in three words?

#### **Answer:-**

Pick three adjectives but then back up each with a real life story that demonstrates those characteristics.

[Read More Answers.](#)

### **Question # 40**

What are the qualities of a good leader Regarding Typewriter Servicer? A bad leader?

#### **Answer:-**

A good leader provides constructive criticism, motivates and inspires, coaches the mentee to be successful with their set of skills, and encourages them to push themselves. A bad leader only cares about his/her own interests and does not look out for the success of his/her staff.

[Read More Answers.](#)

### **Question # 41**

Explain an occasion when you had to adapt in the face of a difficult situation?

#### **Answer:-**

One of the most useful interview tactics is to remain positive about your work and achievements. This question lets the candidate draw on their own personal history to show how they have been positive and successful in the face of difficulties. Choose a specific occasion to describe, rather than dealing with generic platitudes.

[Read More Answers.](#)

### **Question # 42**

What was the biggest professional risk you have taken and what was the outcome?

#### **Answer:-**

First discuss how you weighed the pros and cons of the risk and the results you'd believe you could achieve. Then discuss the action plan you put into place for it and outline that step by step. Then discuss the outcome and if it wasn't optimal talk about what you would do differently in hindsight.

[Read More Answers.](#)

### **Question # 43**

How would you motivate your team members to produce the best possible results?

#### **Answer:-**

Trying to create competitive atmosphere, trying to motivate the team as a whole, organizing team building activities, building good relationships amongst people.

[Read More Answers.](#)

### **Question # 44**

How would your friends describe you?

#### **Answer:-**

My friends would probably say that I'm extremely persistent - I've never been afraid to keep going back until I get what I want. When I worked as a program developer, recruiting keynote speakers for a major tech conference, I got one rejection after another - this was just the nature of the job. But I really wanted the big players - so I wouldn't take no for an answer. I kept going back to them every time there was a new company on board, or some new value proposition. Eventually, many of them actually said "yes" - the program turned out to be so great that we doubled our attendees from the year before. A lot of people might have given up after the first rejection, but it's just not in my nature. If I know something is possible, I have to keep trying until I get it.

[Read More Answers.](#)

### **Question # 45**

What would you do if our competitor offered you a position Regarding Typewriter Servicer?

#### **Answer:-**

I would weigh the offer and consider it, however, this company and this role is my first choice.

[Read More Answers.](#)

### **Question # 46**

What does quality work mean to you?

#### **Answer:-**

Quality work to be is about doing work to the require or set standard, which is very important when it comes to warehouse operations.

[Read More Answers.](#)

### **Question # 47**

Does your boss know you're here today?

#### **Answer:-**

Usually, you probably haven't told your boss for obvious reasons. So it's ok to say that they do not. You don't want to upset the balance at your current job after all and nothing is guaranteed in an interview. The interviewer should understand this stance.



## [Typewriter Servicer Interview Questions And Answers](#)

---

[Read More Answers.](#)

### **Question # 48**

Explain me about your experience working in this field Regarding Typewriter Servicer?

**Answer:-**

I am dedicated, hardworking and great team player for the common goal of the company I work with. I am fast learner and quickly adopt to fast pace and dynamic area. I am well organized, detail oriented and punctual person.

[Read More Answers.](#)

### **Question # 49**

How do you act when you encounter competition?

**Answer:-**

This question is designed to see if you can rise the occasion. You want to discuss how you are the type to battle competition strongly and then you need to cite an example if possible of your past work experience where you were able to do so.

[Read More Answers.](#)

### **Question # 50**

If you had to choose one, would you consider yourself a big-picture person or a detail-oriented person?

**Answer:-**

Both are important. You need to stress that. However, if you could only choose one, ask yourself Regarding Typewriter Servicer - do you like to be "in the weeds" with your work, or do you want to be the one painting the vision?

[Read More Answers.](#)

### **Question # 51**

What does "thinking outside the box" mean to you?

**Answer:-**

It means not doing things exactly the same way as everyone else. You've got to challenge the status quo and bring something new to the business.

[Read More Answers.](#)

### **Question # 52**

Give an example of a time you successfully worked Regarding Typewriter Servicer on a team?

**Answer:-**

On the whole I prefer to stick to doing what I'm told rather than setting myself up to fail by doing things off my own bat. But there was this one time when I suggested to my boss at the pizza parlor that she try offering an 'all you can eat' deal to students to boost trade on Mondays. She thought it was an interesting idea but nothing ever came of it.

[Read More Answers.](#)

### **Question # 53**

How would you go about establishing your credibility quickly Regarding Typewriter Servicer with the team?

**Answer:-**

Fully understand my responsibilities, work hard and exceed expectations, learn as much as possible, help others as much as possible, understand what my teammates' goals and needs are, be on time, and gain a mentor.

[Read More Answers.](#)

### **Question # 54**

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 # 55**

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?

**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 # 56**

Describe a typical work week for this position Regarding Typewriter Servicer?

#### **Answer:-**

Interviewers expect a candidate for employment to discuss what they do while they are working in detail. Before you answer, consider the position Regarding Typewriter Servicer 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 # 57**

What features of your previous jobs have you disliked?

#### **Answer:-**

It's easy to talk about what you liked about your job in an interview, but you need to be careful when responding to questions about the downsides of your last position. When you're asked at a job interview about what you didn't like about your previous job, try not to be too negative. You don't want the interviewer to think that you'll speak negatively about this job or the company should you eventually decide to move on after they have hired you.

[Read More Answers.](#)

### **Question # 58**

How would you observe the level of motivation of your subordinates?

#### **Answer:-**

Choosing the right metrics and comparing productivity of everyone on daily basis is a good answer, doesn't matter in which company you apply for a supervisory role.

[Read More Answers.](#)

### **Question # 59**

Tell me about the last time you had to work with someone inside or outside of your department to accomplish a goal?

#### **Answer:-**

Show that you were communicative with that person and that you were able to collaborate effectively in sharing ideas and work tasks. They want to see that you can be a team player.

[Read More Answers.](#)

### **Question # 60**

What type of work environment do you prefer?

#### **Answer:-**

Ideally one that's similar to the environment of the company you're applying to. Be specific.

[Read More Answers.](#)

### **Question # 61**

Why should we hire you as this position Regarding Typewriter Servicer?

#### **Answer:-**

This is the part where you link your skills, experience, education and your personality to the job itself. This is why you need to be utterly familiar with the job description as well as the company culture. Remember though, it's best to back them up with actual examples of say, how you are a good team player.

[Read More Answers.](#)

### **Question # 62**

What techniques and tools do you use to keep yourself organized Regarding Typewriter Servicer?

#### **Answer:-**

Utilizing a calendar, having a notebook with your "to do" list, focusing on your top 3 priorities each and every day, utilizing a systematic way of storing documents on your computer (like box.net)

[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)