



# 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?



**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 4500, Road Town, Tortola VG 1101, British Virgin Islands

**INVOICE FOR AUGUST**

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

**PLEASE SUBMIT PAYMENT TO:**  
40552797918100000047  
Target Importers  
VO10030  
BODDOCHER NO. 379-1  
BK044522225/3010181040000000225  
Facebook Message

**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](mailto:compliance@bigcorp.com) [www.bigcorp.com](http://www.bigcorp.com)

**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
<b>Expenses</b>	<b>2,000.00</b>
<b>PROJECT: OBTAIN IMPORT PERMIT</b>	
Permit Handling Fees	335.00
Customs Duties	2,125.00
<b>Expenses</b>	<b>15,000.00</b>
<b>PROJECT SUBTOTAL</b>	<b>17,460.00</b>
SUBTOTAL	29,460.00
VAT	3,124.50
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VO10030  
BODDOCHER NO. 379-1  
BK044522225/3010181040000000225  
Facebook Message



**This is an add-on**

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

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

**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:**

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

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**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

**STORE PROTECTORS, LTD.**  
Mailing Site Inspections Paintless Since 2017  
P.O. Box 4500, Road Town, Tortola VG 1101, British Virgin Islands

**INVOICE FOR AUGUST**

STANDARD SERVICES	
Monthly Retainer	1,200.00
<b>Expenses</b>	<b>200.00</b>
<b>PROJECT: OBTAIN LICENSE FOR STORE #207</b>	
License Fees	150.00
Cost of Goods	2,125.00
<b>Expenses</b>	<b>1,000.00</b>
<b>PROJECT SUBTOTAL</b>	<b>3,375.00</b>
TOTAL	4,675.00

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40552797918100000047  
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BODDOCHER NO. 379-1  
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Facebook Message

**HERE'S WHAT TO DO:**

**SLOW IT DOWN**  
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**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@xyz.com](mailto:compliance@xyz.com) [www.compliancehelpinxyz.com](http://www.compliancehelpinxyz.com)

**Related brand**



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

EXPENSES	
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INVOICE FOR AUGUST	
STANDARD SERVICES	
Monthly Retainer	10,000.00
INITIALS	2,000.00
PROJECT: OBTAIN IMPORT PERMIT	
Permit Handling Fees	335.00
Customs Duties	2,125.00
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PROJECT SUBTOTAL	17,460.00
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VAT	3,124.50
TOTAL	32,584.50

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40552797918100000047  
Target Location  
VO10030  
DOCSOURCE NO. 379-1  
BK044525225/3010181040000000225  
Feedback Message



## 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.

Removed a phrase

Added more guidance

Mock invoice specific to industry

Two new sections

Multiple contacts added

**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	
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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	
STANDARD SERVICES	
Monthly Retainer	10,000.00
INITIALS	2,000.00
PROJECT: Obtain import permit	
Permit Handling Fees	335.00
Customs Duties	2,125.00
Expenses	15,000.00
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SUBTOTAL	29,460.00
VAT	3,124.50
TOTAL	32,584.50

PLEASE SUBMIT PAYMENT TO:

40552797918100000047  
Target Location  
VO10030  
DOCSOURCE NO. 379-1  
BK044525225/3010181040000000225  
Feedback Message

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.bigcorpheadline.com

**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	

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INVOICE FOR AUGUST	
STANDARD SERVICES	
Monthly Retainer	10,000.00
INITIALS	2,000.00
PROJECT: Obtain import permit	
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PLEASE SUBMIT PAYMENT TO:

40552797918100000047  
Target Location  
VO10030  
DOCSOURCE NO. 379-1  
BK044525225/3010181040000000225  
Feedback Message

THIS IS ANOTHER SECTION

Solum praeterea formosum, solum liberum, solum civem, sultost.

THIS IS ANOTHER SECTION TO ADD

Lorem ipsum dolor sit amet, consectetur adipiscing elit. An nisi populari fiam?

Solum praeterea formosum, solum liberum, solum civem, sultost.

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.	

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  
*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**

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

**BE IN THE KNOW ON THE GO**

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

**LOREM IPSUM DOLOR SIT AMET**

<input type="checkbox"/> Nunc a porttitor tortor, sit amet varius ipsum <i>Phasellus a lectus eu est maximus vehicula</i>	<input type="checkbox"/> Proin ac nisi dignissim, pulvinar sapien ac, efficitur sem
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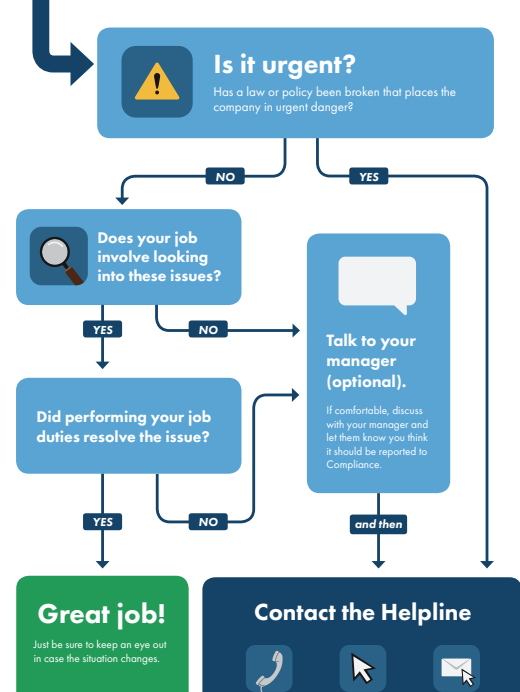
Added  
sub-items

Multiple  
new items

Added new  
section

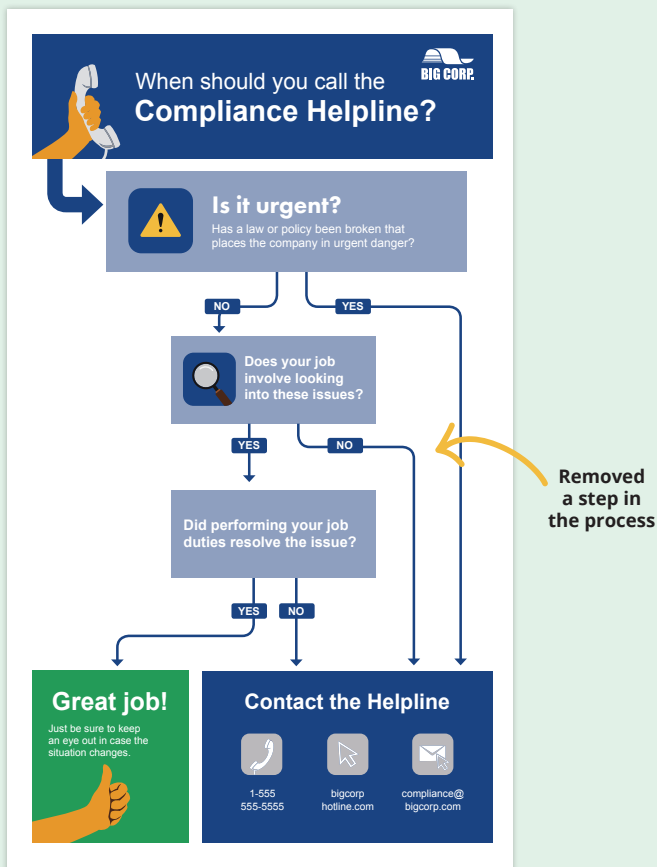


## Can you change what a flowchart says?



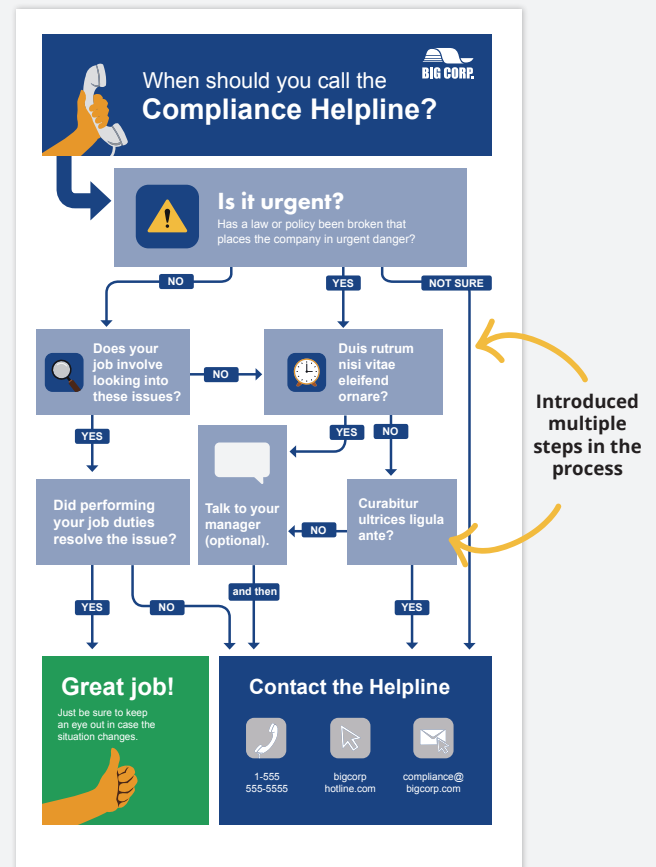
### Yes, it's included

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.





PROJECT: OBTAIN IMPORT PERMIT	
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
TOTAL 32,584.50	

**PLEASE SUBMIT PAYMENT TO:**

40502978938050000047  
 Single Importer  
 VO10030  
 DOCGOVOR NC 379-1  
 B005432525/330810400000000225  
 Frontbank Moscow



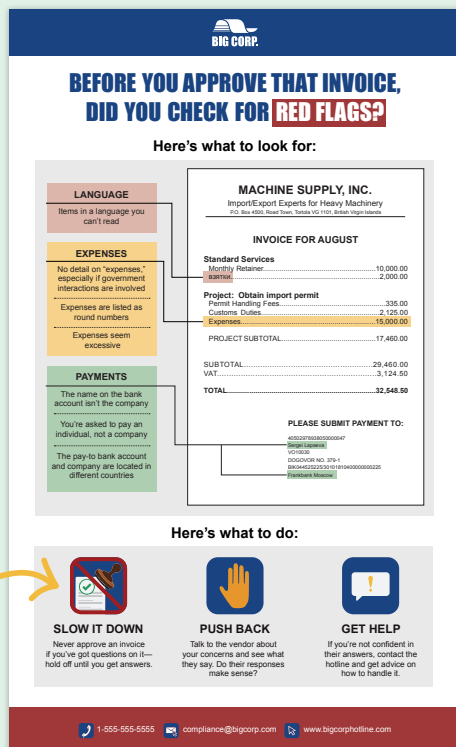
Never approve an invoice you've got questions on it—hold off until you get answers.



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



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



**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 play-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 110, bighor@bigcorp.com

---

**INVOICE FOR AUGUST**

<b>Standard Services</b>	
Monthly Retainer .....	10,000.00
<b>Example:</b> .....	2,000.00
<b>Project: Obtain Import permit</b>	
Permit Handling Fees .....	335.00
Customs Duties .....	2,125.00
<b>Expenses:</b> .....	10,000.00
<b>PROJECT SUBTOTAL</b> ..... 17,460.00	
<b>SUBTOTAL</b> ..... 29,460.00	
VAT .....	3,154.50
<b>TOTAL</b> .....	<b>\$2,548.50</b>

**PLEASE SUBMIT PAYMENT TO:**

ACCOUNT INFORMATION

Bank Name: [REDACTED]


Branch: [REDACTED]

CODING NO. 378-1

REFERENCE NUMBER: [REDACTED]


Payment Method: [REDACTED]

### 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.

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

09/08/23 V-2.4



## Can you use the Broadcast Line Art icons instead?

**PROJECT: OBTAIN IMPORT PERMIT**  
 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  
**TOTAL** ..... **32,584.50**

**PLEASE SUBMIT PAYMENT TO:**  
 40302978938050000047  
 Sergio Espinoza  
 VOTICOR  
 DOCCOR NO. 376-1  
 8004432225/3200883400000000225  
 Facebook Message

### 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!

**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**  
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 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 company for heavy machinery  
 P.O. Box 4565, Road Town, Tortola VI 1101, British Virgin Islands

**INVOICE FOR AUGUST**

Standard Services  
 Monthly Retainer ..... 10,000.00  
 (300000)

Project: Obtain import permit  
 Permit Handling Fees ..... 335.00  
 Customs Duties ..... 2,125.00  
**Expenses** ..... **15,000.00**

PROJECT SUBTOTAL ..... 17,460.00

SUBTOTAL ..... 29,460.00  
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**TOTAL** ..... **32,584.50**

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 DOCCOR NO. 376-1  
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1-555-555-5555 | compliance@bigcorp.com | www.bigcorpline.com

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



## 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.**

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Here's what to look for:

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 Items in a language you can't read

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**MACHINE SUPPLY, INC.**  
 Import-export company for heavy machinery  
 P.O. Box 4565, Road Town, Tortola VI 1101, British Virgin Islands

**INVOICE FOR AUGUST**

Standard Services  
 Monthly Retainer ..... 10,000.00  
 (300000)

Project: Obtain import permit  
 Permit Handling Fees ..... 335.00  
 Customs Duties ..... 2,125.00  
**Expenses** ..... **15,000.00**

PROJECT SUBTOTAL ..... 17,460.00

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Replaced the Speak Up icon and an illustration of a hand



Can you use a graphic we provide to you?

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

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

**PLEASE SUBMIT PAYMENT TO:**  
40502978938050000047  
Serge Lapierre  
VOICIS  
DOCCOR NO. 376-1  
BOL443222/320083400000000225  
Paulbank Maurice

**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

11

## 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

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!

**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 4500, Road Town, Tortola VG 1101, British Virgin Islands

**INVOICE FOR AUGUST**

Standard Services  
Monthly Retainer ..... 2,000.00  
**Expenses** ..... **15,000.00**  
PROJECT SUBTOTAL ..... 17,460.00

Project: Obtain import permit  
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  
**TOTAL** ..... **32,584.50**

**PLEASE SUBMIT PAYMENT TO:**  
40502978938050000047  
Serge Lapierre  
VOICIS  
DOCCOR NO. 376-1  
BOL443222/320083400000000225  
Paulbank Maurice

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.

1-855-555-5555 compliance@bigcorp.com www.bigcorp.com

Your graphic in similar dimensions



## This is an add-on

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

**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 4500, Road Town, Tortola VG 1101, British Virgin Islands

**INVOICE FOR AUGUST**

Standard Services  
Monthly Retainer ..... 2,000.00  
**Expenses** ..... **15,000.00**  
PROJECT SUBTOTAL ..... 17,460.00

Project: Obtain import permit  
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  
**TOTAL** ..... **32,584.50**

**PLEASE SUBMIT PAYMENT TO:**  
40502978938050000047  
Serge Lapierre  
VOICIS  
DOCCOR NO. 376-1  
BOL443222/320083400000000225  
Paulbank Maurice

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.

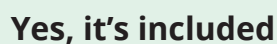
**PUSH BACK**  
Talk to the vendor about your concerns and see what they say. Do their responses make sense?

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

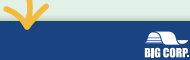
1-855-555-5555 compliance@bigcorp.com www.bigcorp.com

Your graphic has wider proportions





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



# 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 key to bank account  
and company are located in  
different countries

**MACHINE SUPPLY, INC.**

Import/Export experts for heavy machinery

PO Box 4500, Road Town, Tortola VG11-0000, British Virgin Islands

**INVOICE FOR AUGUST**

<b>Standard Services</b>	
Country Reframer, .....	10,000.00
Shims, .....	2,000.00
<b>Project: Obtain Import permit</b>	
Permit Handling Fees, .....	3,300.00
Customs Duties, .....	2,125.00
<b>Expenses, .....</b>	<b>15,000.00</b>
<b>PROJECT SUBTOTAL, .....</b>	
	<b>27,460.00</b>
<b>SUBTOTAL, .....</b>	
	<b>29,480.00</b>
<b>VAT, .....</b>	
	<b>3,124.50</b>
<b>TOTAL, .....</b>	
	<b>32,604.50</b>

**PLEASE SUBMIT PAYMENT TO:**


Bank Account: Sage Loans

VOCOR VOCOR

0000000 NO. 276-1 000000000000000000000000


Payment Method: Payment Method

**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



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

# Big Corp

From portrait to landscape

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

### Here's what to look for:

<b>LANGUAGE</b>	Items in a language other than english
<b>EXPENSES</b>	No detail on "expenses," especially if government interactions are involved  Expenses are listed as round numbers  Expenses are objectively excessive
<b>PAYMENTS</b>	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  
PO BOX 888, Sketchyville, Idaho 83402-0888

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**INVOICE FOR AUGUST**

Standard Services	10,000.00
Monthly Retainer	2,000.00
<b>SUBTOTAL</b>	<b>12,000.00</b>
<hr/>	
Project - Obtain Import permit	300.00
Permit Handling Fee	2,000.00
Cashier's Check	10,000.00
<b>TOTAL DUE</b>	<b>12,300.00</b>
<hr/>	
PROJECT SUBTOTAL	17,400.00
<hr/>	
SUBTOTAL	29,400.00
VAT	3,124.50
<b>TOTAL</b>	<b>32,544.50</b>

PLEASE SUBMIT PAYMENT TO:

BANK OF AMERICA  
CREDIT DEPARTMENT  
ATTN: CREDIT ADVISOR  
PO BOX 1234  
WASHINGTON DC 20004  
**(Fictitious Name)**

### Here's what to do:

SLOW IT DOWN

Never approve an invoice if you get 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.

[1-855-555-5555](tel:1-855-555-5555)

[compliance@bigcorp.com](mailto:compliance@bigcorp.com)

[www.bigcorphotline.com](http://www.bigcorphotline.com)



Can you add contact/hotline information to a job aid or awareness material that doesn't have it?

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

PROJECT SUBTOTAL 17,460.00

SUBTOTAL 29,460.00

VAT 3,124.50

TOTAL 32,584.50

PLEASE SUBMIT PAYMENT TO:

40502978938050000047

Legal Expense

VO1030

DOCSVOR NO. 379-1

8804423205732010830400000000225

Frankbank Mouse

13

## 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

As long as it fits somewhere—  
basic contact info usually works fine.

**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 4500, Road Town, Tortola VG 1101, British Virgin Islands

**INVOICE FOR AUGUST**

**Standard Services**

Monthly Retainer 10,000.00

Expenses 2,000.00

**Project: Obtain import permit**

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

TOTAL 32,584.50

PLEASE SUBMIT PAYMENT TO:

40502978938050000047

Legal Expense

VO1030

DOCSVOR NO. 379-1

8804423205732010830400000000225

Frankbank Mouse

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

Added contacts

## 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:

**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

**Project: Obtain import permit**

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

TOTAL 32,584.50

PLEASE SUBMIT PAYMENT TO:

40502978938050000047

Legal Expense

VO1030

DOCSVOR NO. 379-1

8804423205732010830400000000225

Frankbank Mouse

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.

**Call one of these 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

Argentina: 555-555-5570 Mexico: 555-555-5580

Australia: 555-555-5571 Norway: 555-555-5582

Canada: 555-555-5572 Portugal: 555-555-5583

Colombia: 555-555-5573 Singapore: 555-555-5584

Israel: 555-555-5574 Spain: 555-555-5585

Italy: 555-555-5575 Taiwan: 555-555-5586

Malaysia: 1-555-555-5576 UK: 555-555-5587

Many contacts



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:**  
40302978938050000047  
Segal Imports  
4010203  
DOGCORP NO. 376-1  
BROK4323225/3202883400000000225  
Pawlsbank Mortgage

### 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 Handling Fees .....  
Customs Duties .....  
Expenses .....  
PROJECT SUBTOTAL .....  
SUBTOTAL .....  
VAT .....  
TOTAL .....

**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.

Changed to circle

Changed to square

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



*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 VG1 1T01, 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
	<b>EXPENSES</b> .....2,000.00
	<b>PROJECT: OBTAIN IMPORT PERMIT</b>
	Permit Handling Fees.....335.00
	Customs Duties.....2,125.00
	<b>Expenses</b> .....15,000.00
	PROJECT SUBTOTAL.....17,460.00
	SUBTOTAL.....29,460.00
	VAT.....3,124.50
	<b>TOTAL</b> .....32,584.50
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	Target Expense
The pay-to bank account and company are located in different countries	VO10030
	BOOKING NO. 376-1
	8K04452225/30101810400000000225
	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  
*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*



16




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  
*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]

Subject: |

To: Compliance Team  
From: Employee

Reply Forward

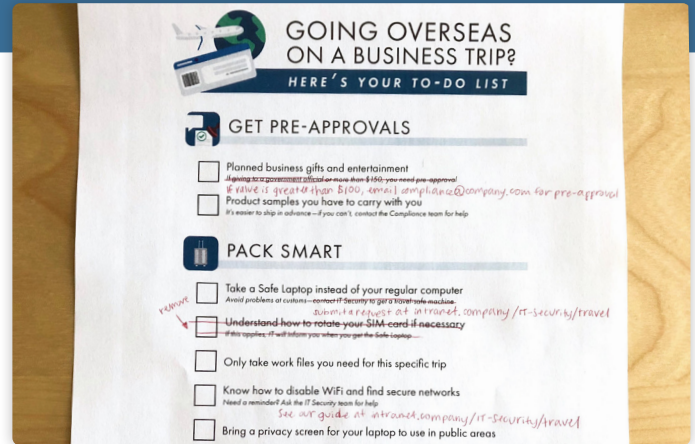


## Ready to start customizing?

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 Broadcast 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 Broadcast at [customize@thebroadcast.com](mailto:customize@thebroadcast.com)

