

# FUMACO inc.

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To: : **ALL FUMACO SALES STAFF**  
FROM : **MANAGEMENT**  
RE : **Confidentiality**  
DATE : **November 25, 2016**

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Please be reminded that all our clients names / contacts / projects / any other details are to remain confidential. These matters are only to be discussed amongst ourselves, and NOT to be divulged to others, most esp. people not connected with the company.

For your guidance and strict compliance.

MANAGEMENT