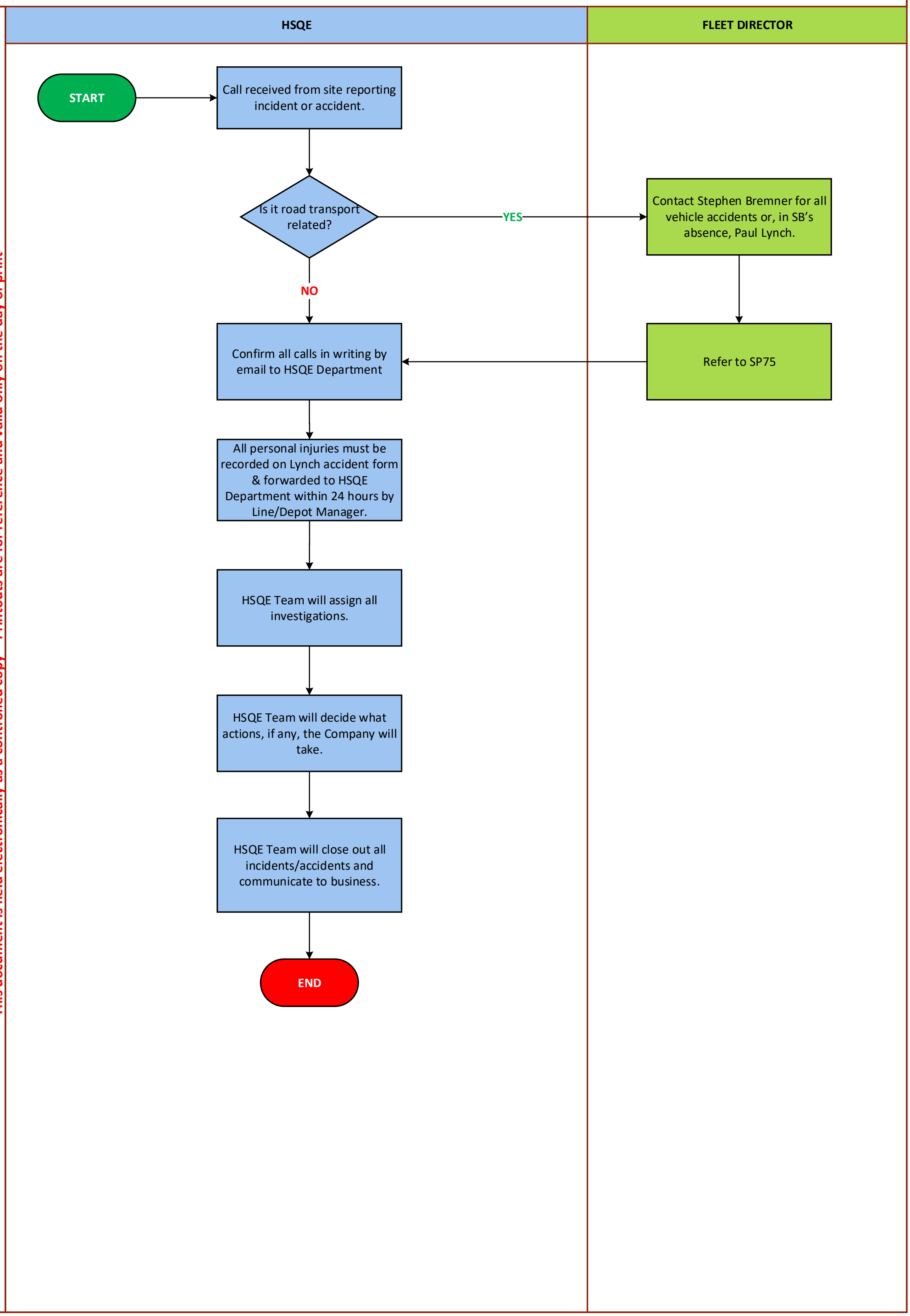This document is held electronically as a controlled copy – Printouts are for reference and valid only on the day of print