



HOW DO YOU WANT TO SEND YOUR DOCUMENT?



MAIL



ONLINE



SEND BY MAIL

FOLLOW THESE STEPS TO SEND IT TO US,
WE WILL SEND IT BACK TO YOU, USUALLY WITHIN 2 TO 3 WEEKS

STEP ONE

ON A POST IT OR PAPER

MAKE SURE TO WRITE YOUR

- staff code
- full name
- phone number

WE NEED IT TO FIND YOU ON OUR DATABASE



STEP TWO

SEND IT TO:

〒170-0013

TOKYO, TOSHIMA,
HIGASHI IKEBUKURO 4-5-2

RISE ARENA 12F BS24NAI

TECHNO SERVICE

SHOMEISHO TANTO



STEP THREE

FILL THIS FORM TO LET US KNOW
YOU SENT A DOCUMENT TO BE FILLED





SEND DATA ONLINE

YOUR DOCUMENT WILL BE FILLED AND SENT TO YOU BY MAIL
USUALLY WITHIN 2 WEEKS

ACCEPTED FILES



PDF



WORD



EXCEL

SEND HERE



NO PHOTOS

DOCUMENT PHOTOS ARE NOT ACCEPTED,
WE NEED THE DOCUMENT TO BE CLEAR TO FILL IT.