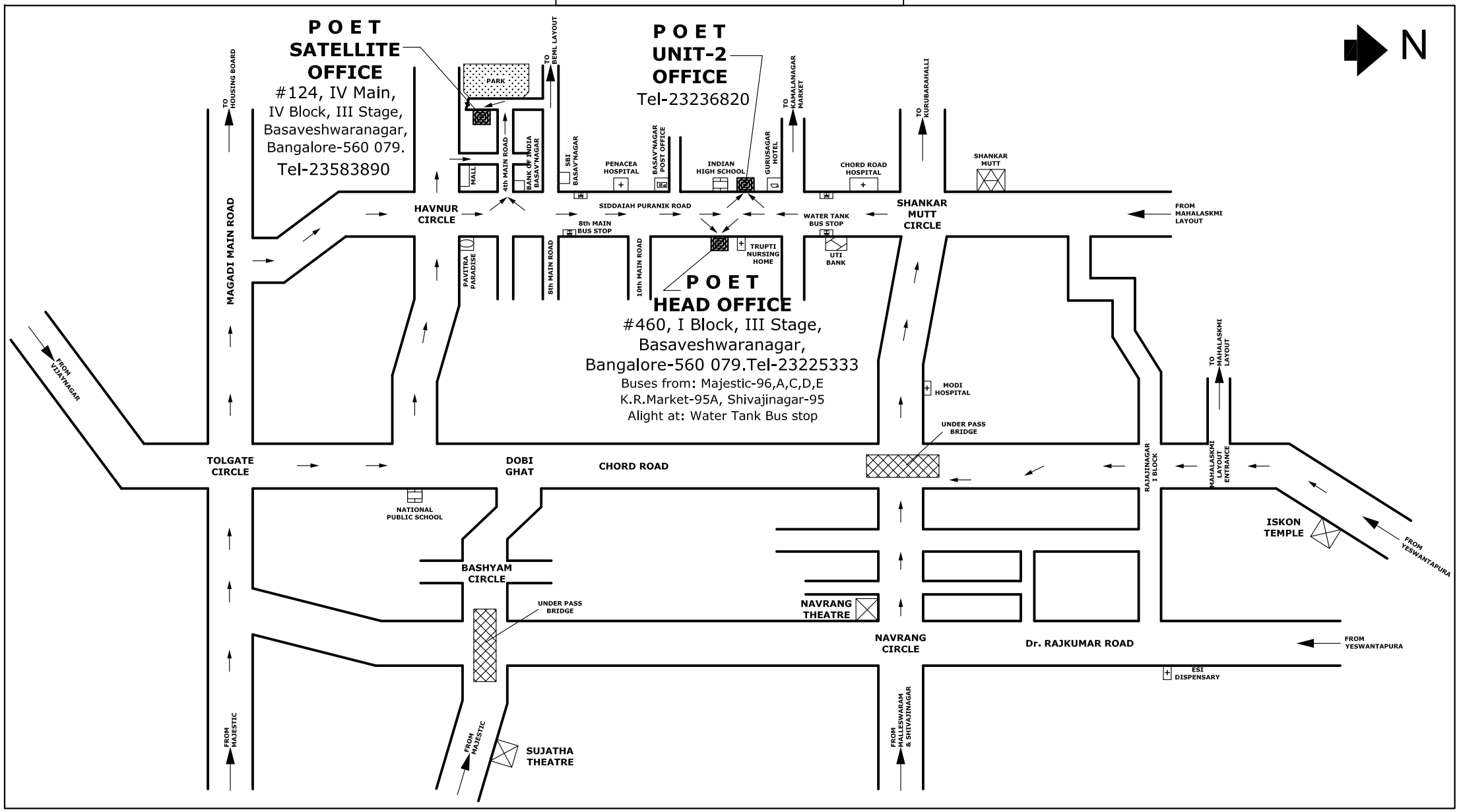HOW TO REACH US