

Nº	Definition	Word
1	The protective material (such as bubble wrap or tape) used to protect the contents during shipping.	
2	The process of sorting registered mail and sending it to the correct Department and Person responsible for handling the matter.	
3	The principle that documents containing private client or business information must be kept secure and only shown to authorized personnel.	
4	Mail that arrives at the company, which includes items like invoices from suppliers or application forms.	
5	Correspondence that leaves the company, such as replies to customers or orders to suppliers.	
6	The communication written between two or more parties (people or organizations).	
7	A unique, sequential number assigned to an incoming or outgoing document for tracking purposes.	
8	A more expensive type of shipment where the sender gets a proof of mailing, and the recipient must sign to receive the item officially.	
9	The box, bag, or primary container used for the item itself.	
10	Private companies used for urgent documents or valuable packages because they are usually faster and offer better tracking than the standard post office.	