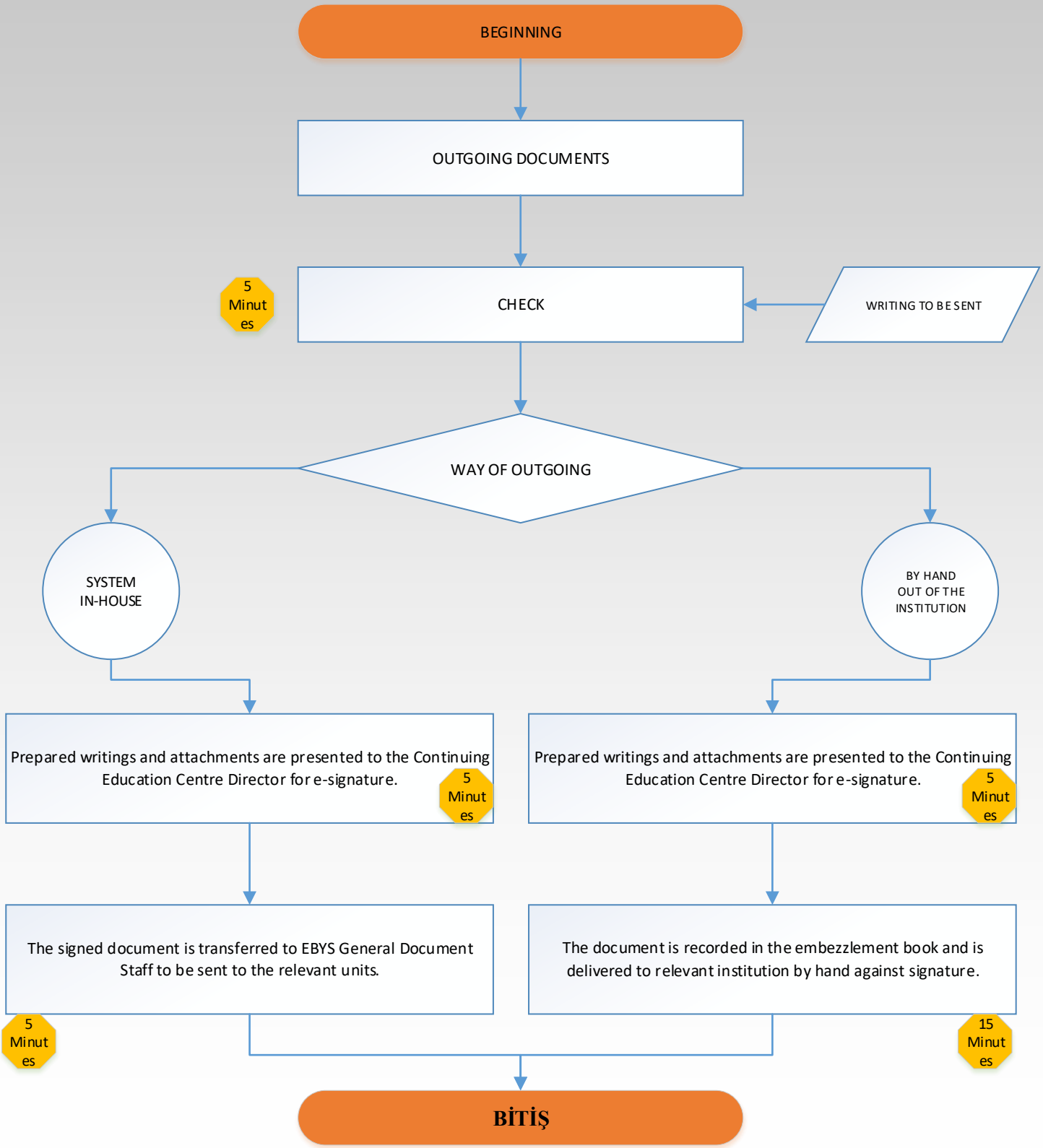NAME OF WORK	TOTAL DURATION
OUTGOING DOCUMENTS WORK FLOW CHART	35 MINUTES