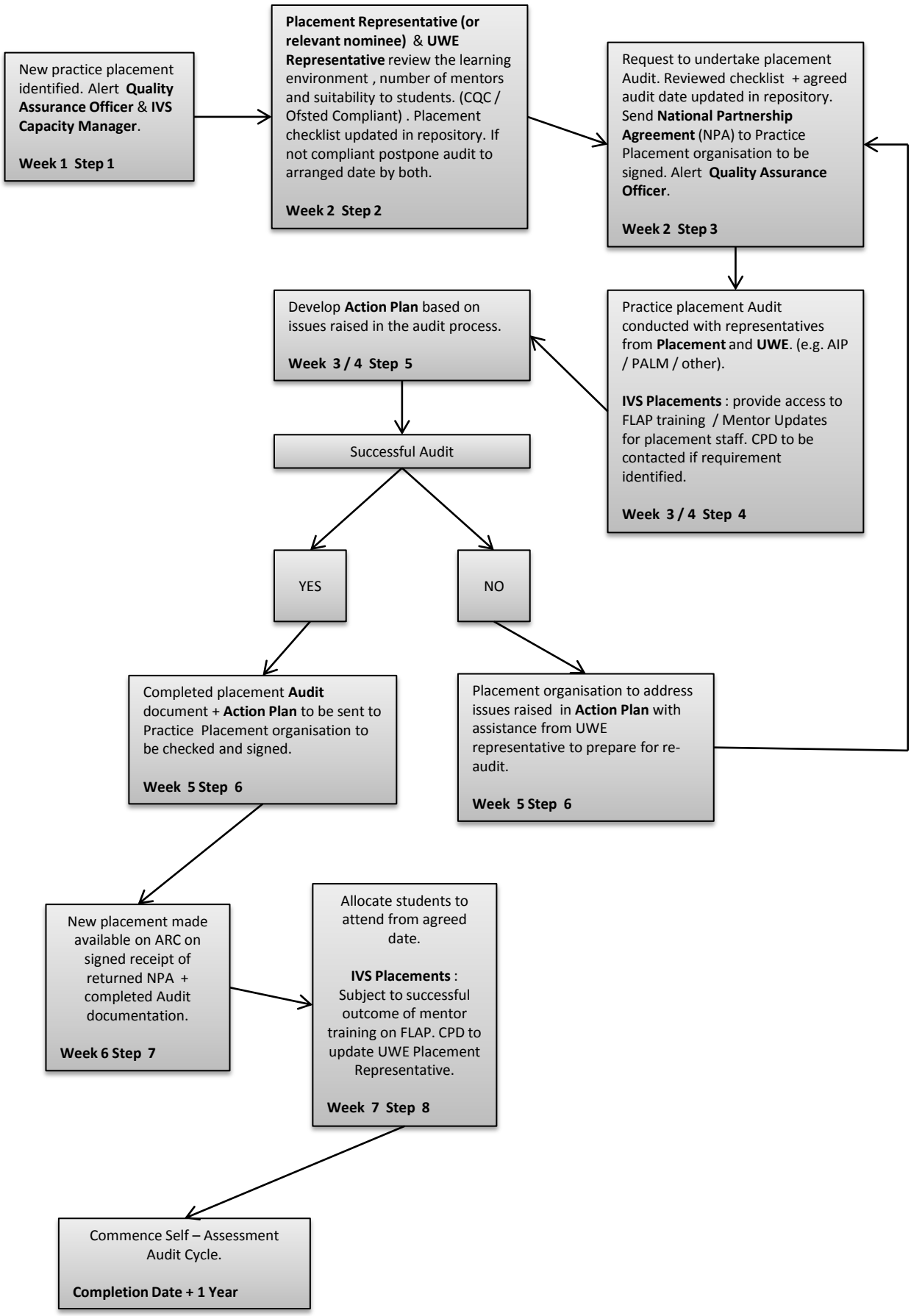NEW PLACEMENT AUDIT PROCESS