



**READ AND SIGN**  
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## Topic: Left Behind Material At The Check-In & Gate

Dear All

I would like to remind you that no material can be left unattended or behind at the check-in counters and boarding gates or thrown into the trash in the public area!

All airline material must be stored securely in the locker; and all reprinted boarding passes and bagtags, printed but not used passenger list, and single pieces of unused bagtags and boarding even if nothing was printed on them must be brought to the break room where they can be thrown away!

Thank you for your cooperation!

Norbert