

# FAX

Date: \_\_\_\_\_

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**TO:**

Name:

Fax Number:

**FROM:**

Name:

Contact Number:

**Subject:**

Urgent

Please Reply

**Message:**

# Fax Cover Sheet

To: \_\_\_\_\_

From: \_\_\_\_\_

Re: \_\_\_\_\_

Fax #: \_\_\_\_\_

Pages: \_\_\_\_\_

Contact: \_\_\_\_\_

Date: \_\_\_\_\_

# FAX

## Cover Letter

<i>To:</i>	
Company:	
Fax:	
Phone:	

<i>From:</i>	
Fax:	
Phone:	
E-mail:	

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**NOTES:**

[Company Name]

[Address, City, ST, Zip Code]

[Telephone]

# FAX COVER SHEET

To: \_\_\_\_\_ From: \_\_\_\_\_

Fax: \_\_\_\_\_ Pages: \_\_\_\_\_

Phone:: \_\_\_\_\_ Basic \_\_\_\_\_

Re:: \_\_\_\_\_ CC: \_\_\_\_\_



**Urgent**



**For Review**



**Please Comment**



**Please Reply**



**Please Recycle**

# CONFIDENTIAL FAX COVER SHEET

Date: \_\_\_\_\_

Number of pages: \_\_\_\_\_

Time: \_\_\_\_\_

Sender Information

Recipient Information

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**MESSAGE:**

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