

FAX

TO:	FROM:
FAX:	FAX:
PHONE:	PHONE:
SUBJECT:	DATE: (Click to select date)
COMMENTS:	

FAX COVER SHEET

RECIPIENT:

TO: _____

FAX NUMBER: _____

SENDER:

FROM: _____

PHONE: _____

TOTAL # OF PAGES: _____ (including cover sheet)

DATE: _____

MESSAGE:

FAX

Date: _____

Page 1 of _____

TO:

Name:

Fax Number:

FROM:

Name:

Contact Number:

Subject

Urgent

Please Reply

Message:

Company name
Company address
Phone number | Fax number | Web Address

fax

TO:	Recipient name	FROM:	Your name
FAX:	Recipient fax number	PAGES:	Number of pages
PHONE:	Recipient phone number	DATE:	Date
RE:	Subject	CC:	Names

Urgent For Review Please Comment Please Reply Please Recycle

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