

Fax cover sheet

Address:

city:

phone:

email:

To: _____

From: _____

Date: _____

Pages: _____

Message:

FAX COVER SHEET

Attention:

Subject:

To:

Fax:

From:

Phone:

Date:

Total Pages:

Mark action of necessary:

Urgent

Review

Comment

Reply

Recycle

Notes:

Address, phone and fax numbers here

Fax

To:

From:

Fax:

Pages:

Phone:

Date:

Re:

CC:

Urgent **For Review** **Please Comment** **Please Reply**

Comments:

Use a professional fax cover sheet when sending a fax to someone. The organization's logo should be placed at the top, as well as contact information for the organization. The person receiving the fax will know where it's **coming from**.

FAX COVER SHEET

RECIPIENT:

TO: _____

FAX NUMBER: _____

SENDER:

FROM: _____

PHONE: _____

TOTAL # OF PAGES: _____ (including cover sheet)

DATE: _____

MESSAGE:

FAX

Attention:

Subject:

To:

Fax:

From:

Phone:

Date:

Total Pages:

Mark action of necessary:

Urgent

Review

Comment

Reply

Recycle

Notes:
