

FAX

Current Date: _____

To:

Recipient Name: _____

Recipient Company: _____

Recipient Fax Number: _____

From:

Sender Name: _____

Sender's Event Planning Company: _____

Sender Fax Number: _____

Sender Cell Number: _____

Total Pages: _____

Event Name: _____

Event Date: _____

Venue: _____

Document Type:

Contract

Invoice

Event Schedule

Vendor Information

Other: _____

Message:

If you need to discuss any details urgently, please call

Sender Cell Number: _____