

# FAX COVER SHEET

**From:**

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

Your Company: \_\_\_\_\_

Your Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**To:**

Recipient's Name: \_\_\_\_\_

Recipient's Company: \_\_\_\_\_

Recipient's Fax Number: \_\_\_\_\_

Recipient's Phone Number: \_\_\_\_\_

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

Subject: \_\_\_\_\_

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