

FAX COVER SHEET

Current Date: _____

Current Time: _____

To:

Recipient's Name: _____

Recipient Company: _____

Recipient Fax Number: _____

Recipient Phone Number: _____

From:

Sender Name: _____

Sender Company: _____

Sender Fax Number: _____

Sender Phone Number: _____

Number of pages including cover sheet. Total Pages: _____

Subject: _____

Purpose of this fax (check all that apply):

- Urgent - Please respond immediately
- For your review
- Please comment
- Please reply
- For your information
- Per your request
- Please handle
- Please circulate
- Please file
- Confidential

Message:

Action required:

- No action required
- Please call me
- Please review and call me
- Please sign and return
- Please provide feedback by: Date: _____
- Other: _____