

FAX COVER SHEET

Current Date: _____

Current Time: _____

To:

Recipient's Name: _____

Recipient Fax Number: _____

Recipient's Phone Number: _____

From:

Sender Name: _____

Sender Fax Number: _____

Sender Phone Number: _____

Number of pages including cover sheet. Total Pages: _____

Subject: _____

Hi, _____

Message:

If you don't receive all the pages or have any problems with this fax, please give me a call at

Sender Phone Number: _____

Thanks!

Sender's First Name:

P.S: