

% T A G _ S E N D E R _ N A M E %

FACSIMILE TRANSMITTAL SHEET

TO:

%TAG_RECIPIENT_NAME%

FROM:

%TAG_SENDER_NAME%

COMPANY:

[Click here and type company name]

DATE:

%TAG_DATE_MEDIUM

FAX NUMBER:

%TAG_RECIPIENT_FAX%

TOTAL

NO.

OF

PAGES

INCLUDING

COVER:

[Click here and type number of pages]

PHONE NUMBER:

%TAG_SENDER_VOICE_NUMBER%

SENDER'S

REFERENCE

NUMBER:

[Click here and type reference number]

RE:

[Click here and type subject of fax]

YOUR

REFERENCE

NUMBER:

[Click here and type reference number]

☐ URGENT

☐ FOR REVIEW

☐ PLEASE COMMENT

☐ PLEASE REPLY

☐ PLEASE RECYCLE

NOTES/COMMENTS:

[Click here and type any comments]

%TAG_SENDER_ADDRESS%