

Fax Message/Coversheet

{ASK}{Confidential}{YES}X{NO}{ENDASK} Confidential {ASK}{Urgent}
{YES}X{NO}{ENDASK} Urgent

To Department Fax Number To Date
{REPLACE}{Person To} {Department To} {Fax Number To}{TAB}
{MACRO}{-date}

From Department Fax Number From
Page No. {Department From} {Fax Number From} of
{Person From} {Department From} {Fax Number From} of
{Number of Pages}

Subject

{REPLACE} **{Subject}**

{END}