

FAX

~Confidential~

To: [Type the recipient name] From: _____

Fax: [Type the recipient fax number] Pages: [Type number of pages] _____

Phone: [Type the recipient phone number] Date: [Pick the date] _____

Re: [Type text] CC: [Type text] _____

☐ Urgent ☐ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

Comments: _____

[Type comments]