Company Name

facsimile transmittal sheet

|  |  |
| --- | --- |
| to: | from: |
| Recipient Name | Your Name |
| company: | date: |
| Company Name | Enter date |
| fax number: | total no. of pages, including cover |
| Fax | Number of pages |
| Phone number: | sender’s reference number: |
| Phone | Reference No. |
| Re: | Your reference number: |
| Subject | Reference No. |

◻ Urgent ◻ For Review ◻ Please Comment ◻ Please Reply ◻ Please Recycle

# notes/Comments:

Type body of fax message here. Double-click “Street Address, City, ST ZIP Code” in the footer to add your address.