## FAX

Street Address

Address 2

City, ST ZIP Code

Phone: 555.555.0125

Fax: 555.555.0145

E-mail address

#### To

Name:

Organization Name/Dept:

CC:

Phone number:

Fax number:

 Urgent

 For Review

 Please Comment

 Please Reply

Date sent:

Time sent:

# of pages including cover page:

Sender’s Name

Sender’s Title

Company

#### From

Message:

### Fax Transmittal Form

# Company Name