



- V. Appendix A: Fax Coversheet Options (there are 8 styles to choose from)

**FAX TRANSMISSION**

**1**

|             |               |                                 |         |
|-------------|---------------|---------------------------------|---------|
| To:         | @Rname        | From:                           | @Sname  |
| Fax Number: | @Rdestination | No. of pages (including cover): | @Gpages |
| Phone:      | @Rphone       | Date:                           | @Gdate  |
| Re:         | @Gsubject     | Time:                           | @Gtime  |

---

Details: @Gcommentary



2

**FROM**

**TO**

Name: @Sname  
Phone: @Sphone Fax: @Sfax  
E-mail: @Semail

@Rname  
@Rdestination  
@Rcompany

Sent: @Gdate at: @Gtime @Gpages page(s) (including cover)

Subject: @Gsubject

Comments: @Gcommentary



|            |         |           |
|------------|---------|-----------|
| @Scompany  |         |           |
| @Saddress1 |         |           |
| @Saddress2 |         |           |
| @Scity     | @Sstate | @Szipcode |

3

From: @Sname

|                 |            |
|-----------------|------------|
| Phone: @Sphone  | Fax: @Sfax |
| E-mail: @Semail |            |

To: @Rname

|               |
|---------------|
| @Rdestination |
| @Rcompany     |

Sent: @Gdate at @Gtime

|         |                           |
|---------|---------------------------|
| @Gpages | page(s) (including cover) |
|---------|---------------------------|

Subject: @Gsubject

Comments: @Gcommentary





## FAX COVER



4

To: @Rname  
Company: @Rcompany  
Fax Number: @Rdestination

From: @Sname  
Company: @Scompany  
Fax Number: @Sfax

Subject: @Gsubject

Number of pages (including cover): @Gpages

Date: @Gdate

Time: @Gtime

### MESSAGE:

@Gcommentary



Address Line 1  
Address Line 2  
City State Zip

Phone: (555) 555-5555  
Fax: (555) 555-5556  
Web: www.companyweb.com

## Fax Cover Page

5

|          |  |             |  |
|----------|--|-------------|--|
| To:      | <input type="text" value="@Rname"/>    | Fax Number: | <input type="text" value="@Rdestination"/> |
| Company: | <input type="text" value="@Rcompany"/> | Date:       | <input type="text" value="@Gdate"/>        |

|          |  |               |                                      |
|----------|--|---------------|--------------------------------------|
| From:    | <input type="text" value="@Sname"/>    | Fax Number:   | <input type="text" value="@Sfax"/>   |
| Company: | <input type="text" value="@Scompany"/> | No. of pages: | <input type="text" value="@Gpages"/> |

(including cover page)

Subject:

Message  
Details:



Address Line 1  
Address Line 2  
City State Zip

**Your Company Name**  
*Your Slogan*

Phone: (555) 555-5555  
Fax: (555) 555-5556  
Web: www.companyweb.com

## Fax Cover Page

6

|          |  |             |  |   |
|----------|--|-------------|--|---|
| To:      | <input type="text" value="@Rname"/>    | Fax Number: | <input type="text" value="@Rdestination"/> |   |
| Company: | <input type="text" value="@Rcompany"/> | Date:       | <input type="text" value="@Gdate"/>        | Time: <input type="text" value="@Gtime"/> |

|          |  |               |                                      |  |
|----------|--|---------------|--------------------------------------|--|
| From:    | <input type="text" value="@Sname"/>    | Fax Number:   | <input type="text" value="@Sfax"/>   |  |
| Company: | <input type="text" value="@Scompany"/> | No. of pages: | <input type="text" value="@Gpages"/> |  |

(including cover page)

|          |  |
|----------|--|
| Subject: | <input type="text" value="@Gsubject"/> |
|----------|--|

Message  
Details:





# Fax Cover

7



Date:  Time:

To:

At:

Fax #:

Contents:  page(s), including this cover page.



# Fax Cover

8

|               |               |
|---------------|---------------|
| Date:         | @Gdate        |
| No. of pages: | @Gpages       |
| To:           | @Rname        |
| Company:      | @Rcompany     |
| Phone Number: | @Rphone       |
| Fax Number:   | @Rdestination |
| From:         | @Sname        |
| Company:      | @Scompany     |
| Phone Number: | @Sphone       |
| Fax Number:   | @Sfax         |



|     |              |
|-----|--------------|
| Re: | @Gsubject    |
|     | @Gcommentary |