Facsimile Transmittal

|  |  |  |  |
| --- | --- | --- | --- |
| To: | [Name] | Fax: | [Fax number] |
| From: | [Name] | Date: | [Select date] |
| Re: | [Subject] | Pages: | [Number of pages] |
| Cc: | [Name] |  |  |

[ ]  Urgent

[ ]  For review

[ ]  Please reply

[ ]  Please recycle

Comments:

[Type comments]