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**FAX COVER SHEET**

|  |  |
| --- | --- |
| TO: | [Recipient name] |
| FAX NUMBER: | [Recipient fax number] |
| PHONE NUMBER: | [Recipient phone number] |
| NO. OF PAGES: | [Total number of pages] |

|  |
| --- |
| YOUR PHONE NUMBER HERE |
| Smartphone |
| YOUR FAX NUMBER |
| Fax number |
| YOUR NAME HERE |
| User |

|  |  |
| --- | --- |
| SUBJECT: | [Subject line for message.] |

This is where you would type the words that you wish to say to your recipient. Let them know the reason for your fax.

Want to update the colours of the document? Just go to the Design tab and choose colours. It will update the background images’ colours so that you can make this document yours. Don’t like the fonts, either? You can go to the Design tab and change the fonts all at once.

Say as much or little as you want to say.

Double-click in the header to update the phone number, email address or name along the left-hand side of the document.