

# FAX

To:	Name	From:	Your Name
Fax:	Enter Recipient Fax	Fax:	Enter Sender Fax
Phone:	Enter Recipient phone	Phone:	Enter Sender phone
No. Pages:	Number of Pages	Date:	Enter date
Subject:	Enter subject		
Comments:			

To update any of the information in this template, simply click and begin typing.

Want to update the text in the footer? Simple! Just double click in the footer, click on the item you would like to update, and begin typing. You can also change out the designs in the header/footer by double clicking in either one.

To update the logo, double click in the header to select the logo placeholder.