

Street Address  
City, ST ZIP Code  
Phone  
Fax  
Website

**Company Name**

# Fax

<b>To:</b>	Recipient Name	<b>From:</b>	Your Name
<b>Fax:</b>	Fax Number	<b>Pages:</b>	Number of pages
<b>Phone:</b>	Phone Number	<b>Date:</b>	Date
<b>Re:</b>	Subject	<b>cc:</b>	Name

Urgent     For Review     Please Comment     Please Reply     Please Recycle

Comments:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

Want to insert a picture from your files or add a shape, text box, or table? You got it! On the Insert tab of the ribbon, just click the option you need.

Find even more easy-to-use tools on the Insert tab, such as to add a hyperlink or insert a comment.

Think a document that looks this good has to be difficult to format? Think again! To easily apply any text formatting you see in this document with just a click, on the Home tab of the ribbon, check out Styles.