

Fax Cover Sheet Ideas

Fax cover sheets are simple to make nowadays while using various document and design tools and apps. If you want to gather more ideas and examples when preparing your fax cover sheets, we provide our simple fax cover sheet layout ideas and examples here to assist you in creating your fax cover sheets for your company, clients, organization, family, friends, and many others.

Bookkeeping Fax Cover Sheet Ideas and Examples

A bookkeeping fax cover sheet is fundamental in sending financial records of a company or organization. If you need to send receipts, supplier fees, billing services fees, and other financial reports through a fax machine, you need to create a simple fax cover sheet for the daily, weekly, and monthly bookkeeping of your business. So, easily download and customize our sample editable and fillable [bookkeeping fax cover sheet template](#) below.

Bookkeeping Fax Cover Sheet

EDITABLE | PRINTABLE | INSTANT DOWNLOAD

FAX

North Dine Co.

164 Lakeshore Drive, Kalispell, Montana 59901

Fax: +1 (430) 890-9999 | Phone: 222 555 7777

Email: accounting@ndc.com

☒ Urgent

☐ For Review

☐ Please Reply

☐ Please Recycle

Subject: Purchase Report Summary

To: Ms. Luna Carroll From: Mr. Abe Skeldon

Cc: Ms. Joanna Corbyn Fax: +1 (410) 555-0134

Message:

The company has successfully purchased food preparation equipment for a total purchase price of \$1,500.00. Below is a list of the items purchased yesterday:

- Conventional gas oven
- Flat beater mixer
- Electric heating stove



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Tech Fax Cover Sheet Ideas and Examples

Create a tech fax cover sheet while using a minimalist [tech fax cover sheet template](#). Fill up the document with the name of the company you will be sending, full address, and other contact details of your recipient, and add the subject and level of urgency. Write your message about your IT software concerns and other tech-related issues of your business.

Tech Fax Cover Sheet

EDITABLE | PRINTABLE | INSTANT DOWNLOAD

FAX

DV Dimension Co.

8200 Fletcher Road, Gibson, North Carolina 28343

Fax: +1 (430) 890-9999 | Phone: 222 555 7777

Email: internal_comms@dvdco.com

Subject: URGENT: Software Issues

To: Mr. Francis Dunn

From: Mr. William Harrett

Fax: +1 (717) 555-0186

Date: October 14, 2032

Cc: Ms. Barbara Dennis

Pages: 1

Message:

The Gibson satellite office is having problems with the software currently. Can you deploy someone from the IT department to visit the office and assess the issue ASAP? Thanks!



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Confidential Fax Cover Sheet Ideas and Examples

For confidentiality, it is essential that you include the word “Confidential” in your fax cover sheet to notify the receiver of the documents you will send through fax. Also, use a systematic and well-designed fax cover sheet template from our fax cover sheet template collection. Simply download, and customize the editable and printable [confidential fax cover sheet template](#) based


on your needs and preferences. Choose the colors, and font you like to apply to your fax cover sheet.

Legal

FAX

Aguilar & Sherman

9817 Oatman Road, Avoca, Michigan 48006
Fax: +1 (345) 876-9999 | Phone: 222 555 7777
Email: aguilars@gmail.com






Subject:	CONFIDENTIAL: List of Witness		
To:	Atty. Phyllis Padilla	From:	Atty. Vincent Aguilar
Cc:	Atty. Joey Sherman	Date:	August 17, 2036
Fax:	+1 (615) 555-0110	Pages:	1

Message:
Listed below is are the witnesses of the incident:

- Mr. Harlan Trivett
- Dr. Emily Caldwell
- Mr. Ned Robbins

Their contact information will be forwarded one day before the

**EDITABLE
PRINTABLE
INSTANT DOWNLOAD**



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... used to any

Law Firm Fax Cover Sheet Ideas and Examples

Do you need to set a schedule to discuss the joint assets and properties of your client with another person? Select your preferred template from our sample [law firm fax cover sheet](#)


templates for your legal business needs. Before your download and edit the blank fax cover sheet template below, make sure to fill in the basic information of the sender and the recipient.

Legal

FAX

Harriet & Jordan

1150 Kacie Drive, Pleasant View, Tennessee 37146
Fax: +1 (345) 876-9999 | Phone: 222 555 7777
Email: paralegal@hnj.com



Subject:	Discussion Schedule	From:	Atty. Sydney Cannon
To:	Ms. Lane Blake	Date:	June 24, 2034
Cc:	Atty. Lorelei Cole	Pages:	1
Fax:	+1 (307) 555-0169		

Message:
Good day! I am messaging to set a schedule to discuss the division of your joint assets and properties with my client. My client would prefer any time next week. Please contact me so we can finalize the date and set an appointment. Thanks.

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4 to .docx

Legal Fax Cover Sheet Ideas and Examples

Here is another simple yet classic [legal fax cover sheet template](#) for your legal documents. Indicate in your fax cover page near the footer that the documents contain highly personal and sensitive patient information that should be maintained with the utmost confidentiality. Explain to

the receiver that the unauthorized disclosure of any information will subject the offender to penalties.

FAX

John Roderick Hospital

652 Hillside Drive West Roxbury, MA 02132
Fax: +1 (345) 876-9999 | **Phone:** 222 555 7777
Email: peterso_paralgl@zmail.net



Subject: Patient Due for Emergency Surgery

To:	Atty. Jacob Miller	From:	Atty. Catherine Baile
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Cc:	Mrs. Cathay Baker, RN	Date:	August 13, 2025
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Fax:	+1 (438) 754-9009	Pages:	1
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Message:

This fax contains highly personal and sensitive patient information that should be maintained with utmost confidentiality. The unauthorized use and/or disclosure of any information will subject the offender to penalties declared by the federal and state law of the United States of America

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Healthcare Fax Cover Sheet Ideas and Examples

If you are working for a healthcare facility, use a well-structured [healthcare fax cover sheet](#) to properly send the health information sheets to the intended recipient. This document will help

you to convey the crucial personal information of the patient, especially for emergency surgery purposes. We provide a unique template collection of fax cover sheets for your work.

FAX

John Roderick Hospital

652 Hillside Drive West Roxbury, MA 02132

Fax: +1 (345) 876-9999 | **Phone:** 222 555 7777

Email: jr_hosp@zmail.net

☒ Urgent

☐ For Review

☐ Please Reply

☐ Please Recycle

Subject: Patient Due for Emergency Surgery

To: Dr. Johnny Jacobs

From: Dr. Jane Jennings

Cc: Mrs. Cathay Baker, RN

Date: March 15, 2031

Fax: +1 (438) 754-9009

Pages: 1

Message:

PLEASE READ

This fax contains highly personal and sensitive patient information that should be maintained with utmost confidentiality. The unauthorized use and/or disclosure of any information will subject the offender to penalties declared by the federal and state law of the United States of America

TEMPLATE 001

Office Fax Cover Sheet Ideas and Examples

Prepare a basic fax cover sheet for your office documents. Simply download and use this template from our sample [office fax cover sheet](#) templates on our website. Consider the overall

layout of your office fax cover sheet, and keep filling up the document with the company name, branding or logo, and other details of the sender and the recipient, as well as a short comment about your office work.



The image displays a professional 'Office Fax Cover Sheet' template. It features a clean, white central area with a blue border. At the top, the title 'OFFICE FAX COVER SHEET' is prominently displayed in blue, accompanied by a stylized lotus logo and the placeholder '[COMPANY] [TAGLINE]'. Below the title, there are fields for the recipient's address: '[Address]', '[City], [State]', and '[ZIP code]'. A series of labels and input fields are arranged in two columns: 'To: [Recipient Name]', 'Fax: [Recipient Fax Number]', 'From: [Your Name]', 'Date: [Pick the Date]', 'Re: [Subject]', 'Pages: [Number of Pages]', 'Cc: [Mention Names]', and 'Phone: [Recipient Phone Number]'. Below these fields, there are five checkboxes for additional instructions: 'For Review', 'Urgent', 'Please Comment', 'Please Reply', and 'Please Recycle'. A large text area at the bottom is labeled 'Comments [Your Comments here]'. At the very bottom of the template, there are four icons representing different file formats: a Word document, a PDF, a PowerPoint, and a generic document icon. The entire template is set against a light blue and grey background.

OFFICE FAX COVER SHEET

[COMPANY]
[TAGLINE]

[Address]
[City], [State]
[ZIP code]

To: [Recipient Name] **Fax:** [Recipient Fax Number]
From: [Your Name] **Date:** [Pick the Date]
Re: [Subject] **Pages:** [Number of Pages]
Cc: [Mention Names] **Phone:** [Recipient Phone Number]

☐ For Review ☐ Urgent ☐ Please Comment ☐ Please Reply ☐ Please Recycle

Comments [Your Comments here]


W PDF P A

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CV Fax Cover Sheet Ideas and Examples

Are you preparing to fax your CV or resume to your prospective company or employer? We highly recommend that you use our premium fax cover sheet template! Edit and fully customize

our sample [CV fax cover sheet template](#) below depending on your needs and preferences or the requirements of the company you are applying for.



The image displays a 'CV FAX COVER SHEET' template. At the top center, there is a logo consisting of two interlocking rings, one green and one blue. Below the logo, the text reads: '[XYZ Company]', '[795 Gulf Lane, Hoffman Estates, IL 60169]', '[xyzcompany@email.com]', and '[+12365478952]'. The title 'CV FAX COVER SHEET' is centered below this information. The form is divided into two main sections: 'From' and 'To'. The 'From' section includes fields for 'Fax No.: 1236547', 'Date: 18-04-2019', 'No. of Pages: 3', and 'Enclosed:'. The 'To' section includes fields for 'Fax No.: 236548' and 'Date: 19-04-2019'. Below these sections is a large rectangular area for a message, starting with 'Dear,'. At the bottom of the template, there are four icons: a blue 'W' icon, an orange square icon with a white pencil, a blue document icon, and a red Adobe PDF icon. The entire template is set against a light green background with a white border.

[XYZ Company]
[795 Gulf Lane, Hoffman Estates, IL 60169]
[xyzcompany@email.com]
[+12365478952]

CV FAX COVER SHEET

From

Fax No.: 1236547

Date: 18-04-2019

No. of Pages: 3

Enclosed:

To

Fax No.: 236548

Date: 19-04-2019

Dear,

W

Adobe PDF

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Real Estate Fax Cover Sheet Ideas and Examples

A real estate fax cover sheet is a type of fax cover page used by professionals in the law and real estate industry when dealing with the asset breakdown discussion of their clients. Make things easy and quick in your professional work when you visit our website filled with

ready-made fax cover sheet templates. Simply download and use our sample [real estate fax cover sheet template](#) here to help you in sending your documents through the fax machine in an organized manner.

Legal

FAX

DCX Law Firm

226 Peppermint Drive, Lake Jackson, Texas 77566
Fax: +1 (345) 876-9999 | Phone: 222 555 7777
Email: inquire@dcx.com



Subject:	Asset Breakdown Discussion Schedule		
To:	Ms. Margot Rowse	From:	Atty. Sharon Walker
Cc:	Atty. Jed French	Date:	February 19, 2037
Fax:	+1 (502) 555-0102	Pages:	1

Message:
In preparation for the trial scheduled next month, we will discuss all real estate assets disclosed under your account. We can meet on Monday in your conference room, or you can message me through my contact information to reschedule if you have prior appointments.

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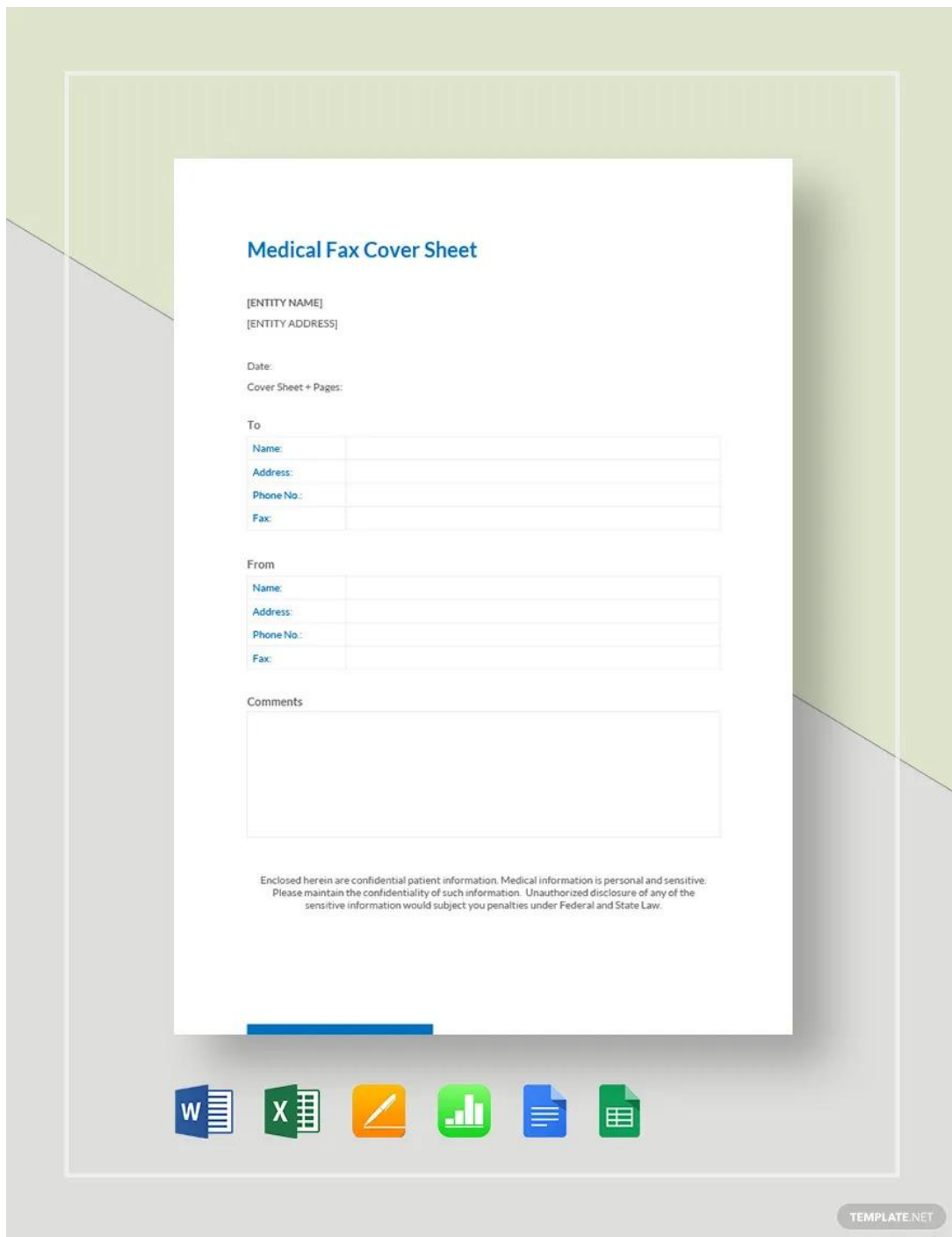


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Medical Fax Cover Sheet Ideas and Examples

Design a simple medical fax cover sheet if you need to send medical information with the utmost confidentiality. Make sure that your document is kept confidential to protect the patient's

identity. Thus, download and use our sample [medical fax cover sheet template](#) here to help you easily fill in your own details with accuracy and precision.



The image displays a 'Medical Fax Cover Sheet' template. It is a white rectangular form with a blue header and a blue footer bar. The form is set against a background with a light green top half and a light gray bottom half. The form contains several fields for text entry, including 'To' and 'From' sections with sub-fields for Name, Address, Phone No., and Fax. There is also a 'Comments' section and a disclaimer at the bottom. At the bottom of the form, there are icons for Microsoft Word, Excel, and Google Docs, along with a 'TEMPLATE.NET' logo.

Medical Fax Cover Sheet

[ENTITY NAME]
[ENTITY ADDRESS]

Date:
Cover Sheet + Pages:

To

Name:	
Address:	
Phone No.:	
Fax:	

From

Name:	
Address:	
Phone No.:	
Fax:	

Comments

Enclosed herein are confidential patient information. Medical information is personal and sensitive. Please maintain the confidentiality of such information. Unauthorized disclosure of any of the sensitive information would subject you penalties under Federal and State Law.

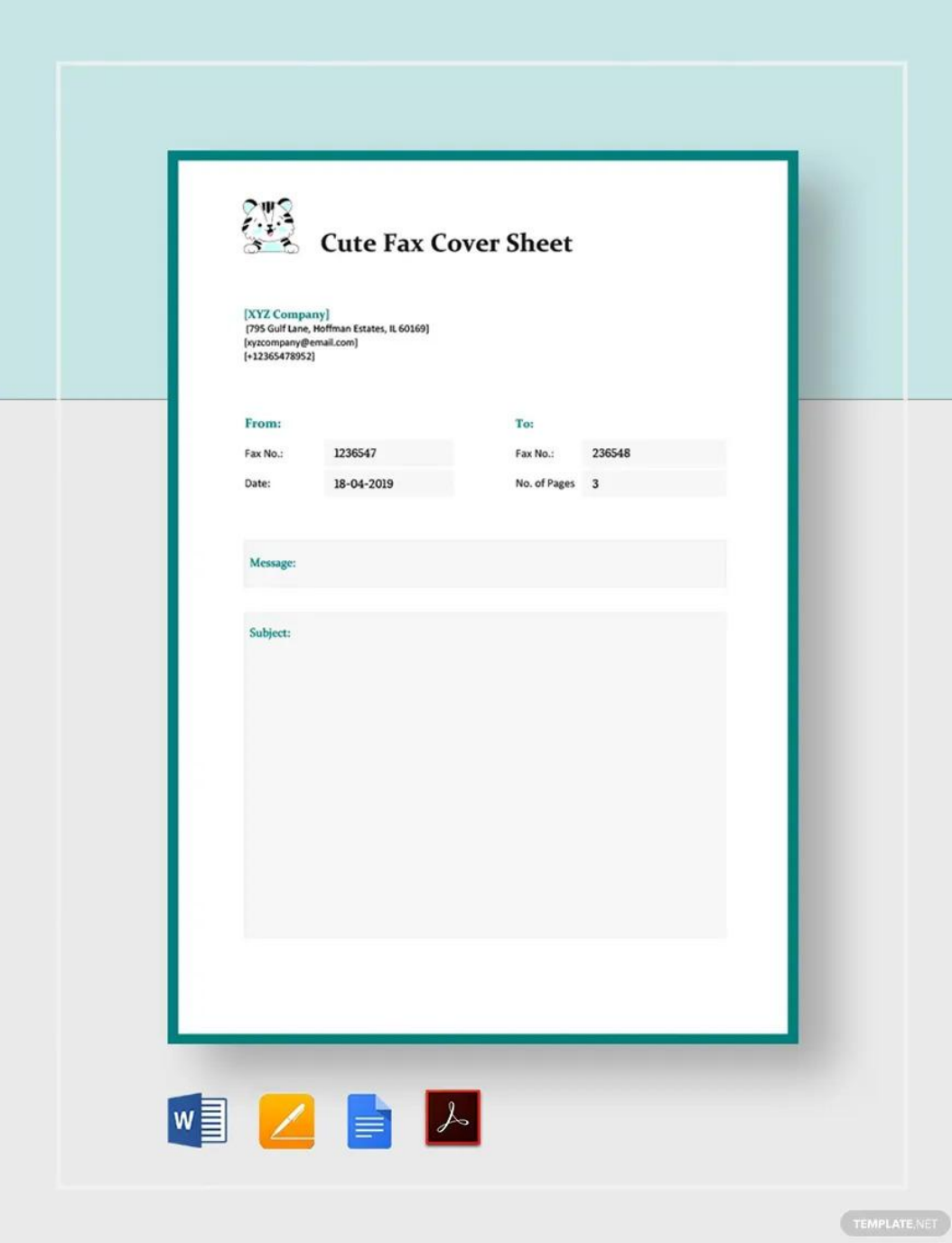
W X [Icon] [Icon] [Icon] [Icon]

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Cute Fax Cover Sheet Ideas and Examples

You may use a fun and stylish cover sheet when faxing your personal documents. Fully edit and customize your fax cover letter using our editable and fillable fax cover sheet templates. We

have a [cute fax cover sheet template](#) below that you can download and print in US letter and A4 paper sizes.



The image displays a 'Cute Fax Cover Sheet' template. It features a light blue header area and a light gray footer area. The main content is enclosed in a white box with a teal border. At the top left of the white box is a small cartoon cat icon. To its right is the title 'Cute Fax Cover Sheet'. Below the title, there is a section for sender information: '[XYZ Company]', '[795 Gulf Lane, Hoffman Estates, IL 60169]', '[xyzcompany@email.com]', and '[+12365478952]'. This is followed by two columns of fields. The 'From:' column contains 'Fax No.: 1236547' and 'Date: 18-04-2019'. The 'To:' column contains 'Fax No.: 236548' and 'No. of Pages 3'. Below these fields are two large text input areas labeled 'Message:' and 'Subject:'. At the bottom of the white box, there are four icons: a Microsoft Word icon, a yellow notepad icon, a blue document icon, and a red Adobe PDF icon. In the bottom right corner of the gray footer area, there is a small gray button labeled 'TEMPLATE.NET'.





 **Cute Fax Cover Sheet**

[XYZ Company]
[795 Gulf Lane, Hoffman Estates, IL 60169]
[xyzcompany@email.com]
[+12365478952]

From:		To:	
Fax No.:	1236547	Fax No.:	236548
Date:	18-04-2019	No. of Pages	3

Message:

Subject:

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FAQs

What do you put on a cover sheet for fax?

Put the names and contact information of the sender and the intended recipient, and add several lines about the content of the document you are sending through fax.

How to Make Fax Cover Sheets in Word?

Open Microsoft Word, click File > New, type fax cover sheet in the search field, you will see a diverse collection of fax cover sheet templates, choose the fax cover sheet you need, and then, simply customize the fax cover sheet template.

What elements should be included in a fax cover sheet?

A fax cover sheet should include these elements: the date and time of fax transmission, company name, address, phone number and fax number of the sender, the name and contact information of the recipient, and a short message to the recipient if applicable.

How do you fax a document with a cover sheet?

Go to the Send Fax option, click Add Page > Cover Sheet, fill in the necessary information about the recipient of the document and your fax document, and click Confirm.

How to Address a Fax Cover Sheet to a Judge?

Type the full name of the judge in the To field as you enter the first, last name, and middle initial, place a comma, add the fax and phone number, as well as the address of the judge's office, and enter Dear Judge.

How to Secure Data with Confidential Fax Cover Sheet?

Check the confidential user box number of the recipient and the password for confidential fax reception, and include a confidentiality statement on the fax cover sheet.

How to Reuse a Fax Cover Sheet?

Save the document in a PDF format, modify it to a fillable format, save again, make a copy of the document, and reuse it for another fax cover sheet.

What makes a good fax cover sheet?

A good fax cover sheet must provide the details of the sender and the recipient such as the name, title, fax number, and phone number, as well as information about the business of the sender which includes the company logo, address, website, phone number, and email address.

What does attn mean on the fax cover sheet?

Attn is the abbreviation for attention on the fax cover sheet.

What do RE and CC mean on a fax cover sheet?

RE refers to reply and CC stands for carbon copy on a fax cover sheet.

How to Edit Generic Fax Cover Sheet?

Click the right-facing arrow next to the Cover Sheet field and type the name of the recipient and add a short message if needed.

Why use a custom fax cover sheet?

Using a custom fax cover sheet is beneficial to avoid any confusion and other issues as to whom the fax document belongs and how many pages are included.