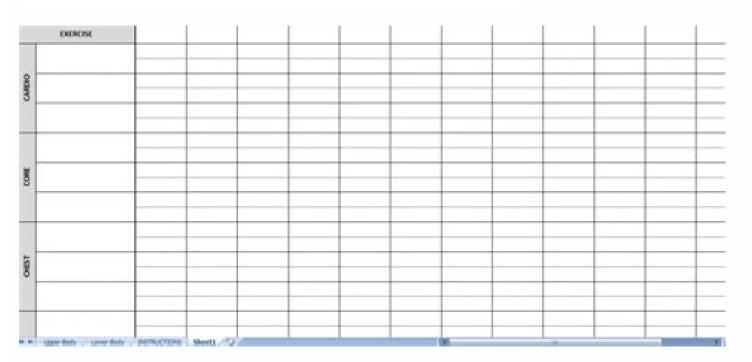
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Fax Cover Sheet

To:	The Home Depot Benefits Choice	From:
	Center/Aon Hewitt	H-30-400000
Fax:	(847) 883-8269	Pages: 3
Phone:	(800) 555-4954	Date:
Re:	Physician Medical Waiver	cc:

Please use this fax cover sheet when returning Hidden Health Risk Screening Physician Medical Waiver to Aon Hewitt.

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6. Status summary

An overview of the status of the stage at this time

Use the comments column to provide the Project Board and other stakeholders with further relevant information.

Project Status	Last Period	This Period	Comments	
Overall Project Status	R/A/G	R/A/G		9
Time	R/A/G	R/A/G		
Cost	R/A/G	R/A/G		
Scope	R/A/G	R/A/G		1
Quality	R/A/G	R/A/G		
Benefit	R/A/G	R/A/G	+	
Risk	R/A/G	R/A/G		
<u>S</u>				

Stage Status	Last Period	This Period	Comments	
Overall Project Status	R/A/G	R/A/G		
Time	R/A/G	R/A/G		
Cost	R/A/G	R/A/G		

T0:	DATE:
COMPANY:	
FAX #::	
FROM:	# OF PAGES FOLLOWING COVER:
DEPARTMENT/SCHOOL:	
FAX #:	TR.#:
COMMENTS:	

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FAX COVER SHEET

Relying on one of Microsoft Word's included templates to get you up and running with document design can be a big time saver, as everything from dimensions to placeholder text is already done for you. This doesn't mean you're locked into the template's look, though. Create your own custom template from one of Word's templates, such as a personalized fax cover sheet, by adding your own information lines, graphics and even a confidential message. Launch Microsoft Word. Click the "Faxes" button. Scroll through the fax templates and double-click one that will be suitable for your own template. Within a few moments, the template opens in a new Word window. Highlight the first placeholder text on the fax cover sheet, which may be "Name" or "Sender" - placement of text will vary depending on the template chosen. Type over it with your own name or information. Replace the other text on the fax cover sheet, which may be "Name" or "Sender" - placement of text will vary depending on the template chosen. Type over it with your own name or information. on the fax without adding any, highlight the text and press the "Delete" key. Add an image, such as a company logo, to the fax template by clicking the "Insert" tab. Click "Picture." Browse to the logo and double-click the file name, then drag it into place on the fax, such as in the top center. This is also a way to dress up a fax with seasonal artwork and designs. This is optional. Give the fax a special message by clicking the "Page Layout" tab. Click the "Watermark" button. Choose the "Draft" or "Confidential" option to add this to the fax template. This is optional. Click the "File" tab. Click the "Watermark" button. Choose the "Draft" or "Confidential" option to add this to the fax template. This is optional. Click the "File" tab. Click template each time you're ready to fax, Fill out the information on the cover sheet, then resave the document with a new name such as "FaxTemplate 10-01-11" so your template for Microsoft Word® is fairly easy, but Vertex42 provides one of the first fax templates designed for Excel and Google Sheets. The template makes it easy to customize a printable fax cover sheet for your company. You can also download one of our editable PDF or Word files. Offices typically create a custom blank fax cover sheet and then print multiple copies to place by the fax machine. Because of this, we've designed our fax cover sheets with plenty of room for writing quick messages. Advertisement The two PDF files below are similar except that the second one includes a place to write the company name. Note that in both it is clear that the # of pages includes a place to write the company name. Note that in both it is clear that the # of pages includes a place to write the company name. Excel provides a professional and concise format that you can use to create your own personal or company cover sheet. Many offices choose to place multiple copies of a blank cover sheet right by the fax machine, so we've designed this template to have plenty of space to fill in the information by hand. More Free Fax Cover Sheets Fax Covers by Microsoft - templates.office.com - A few free fax templates available from Microsoft's template gallery. Collection of Fax Cover sheets that you can browse and download for Microsoft Word. Many different styles and designs. We offer a free printable fax cover sheet templates. formats. You are free to edit the template to suit your needs. You can add your logo. Fax Cover Sheet Template The information included in each confirmation included in each confirmation page: date, number of the sender, subject line, and space for a short message. 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You can then put a few copies next to the fax machine and use it whenever you need one. You will then only need to fill in the recipient's details. How to make a fax cover letter You can use the message section to write a fax cover letter. If you want to write a long message, then select a template with Microsoft Word, Excel, Google Docs, or Google Sheets. Select any fax sheet template from the selection above. If you want to edit it extensively, then select the fax cover sheet Word version. If not, you can select a typeable PDF version as well. Type your name and contact details, address, website, email, fax and telephone number, and logo if you have one. If you are going to fill out everything each time you use the cover page, then save the document somewhere accessible. If you are going to fill out the specific details by hand, then delete all sections that will need to be filled out by hand. Make a few copies of the blank fax cover sheet and put them next to the fax machine. Each time you send a fax, you can fill in the details. This will save you a lot of time. How to fax machine in order to send or receive a fax without a fax machine in order to send or receive a fax. You usually don't need to add your fax cover sheet to your fax. The online fax services available today so you don't need a fax machine in order to send or receive a fax. You usually don't need to add your fax cover sheet to your fax cover sheet to your fax machine in order to send or receive a fax. You usually don't need to add your fax cover sheet to your fax cover sheet to your fax machine in order to send or receive a fax. You usually don't need to add your fax cover sheet to your fax machine in order to send or receive a fax. You usually don't need to add your fax cover sheet to your fax machine in order to send or receive a fax. You usually don't need to add your fax machine in order to send or receive a fax machine in order to send or rec need to print it, which makes it more cost-effective. Capture your fax ends up in the hands of your intended recipient. Use a fax cover sheet with all the essential information. It's easy to convert a good Word letterhead template to a fax template. A fax cover sheet is essential to convey information about the fax. Its purpose is reaching its intended recipient and achieving its communication goal. But why create a fax cover sheet from scratch when you can easily use a Microsoft Word fax sheet template? Start with a high-quality letterhead template. It'll be easy to convert to an eye-catching fax cover sheet templates are fine. But if you want a more professional look, consider the premium Word fax cover sheet templates at Envato Elements and GraphicRiver. 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Use these for fax cover sheets as well as other business-related materials, such as letterhead with Pop Art template to create a fax cover sheet. This template is particularly suitable for creative and artistic industries, although it can be adapted to any area. Customize this fully editable template to make it truly your own. Easily change everything from the color scheme to the fonts and text with your own visual branching and information. Aside from Word, this A4-sized template is also compatible with Adobe Photoshop and Adobe Illustrator. 2. Simple Letterhead Word Template For a more corporate look, this simple letterhead template for Word makes an appropriate basis for a fax cover. This template for Word makes an appropriate basis for a fax cover. This template for Word makes an appropriate basis for a fax cover. This template for Word makes an appropriate basis for a fax cover. This template for Word makes an appropriate basis for a fax cover. 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To do this, the fax cover sheet should include the following information: Recipient's name and fax number. Especially if you're sending the fax to a large organization, it can easily get lost or ignored if it's not clear whom the fax is for. Sender's name and contact information. Also include your company name, fax number, telephone number, and email address so the recipient knows how to respond to you. Total number of pages attached. This helps the recipient verify that they've received all the pages you intended to send. Date and time of transmission. This is particularly important for time-sensitive information. Message. Add a short message or summary of the fax to give proper context. 2. Keep It to One Page The fax cover sheet shouldn't be more than one page long. Any more than that, and you'll be taking the recipient's attention away from the main communication. Also be mindful that everyone is busy, so cut out anything that isn't essential. Your fax cover sheet shouldn't be longer than one page. 3. Use a High-contrast Design Fax machines are notorious for distorting the transmitted image. Besides, you never know if the receiver's machine is running low on toner! Increase your chances of sending a clear fax by choosing a fax cover template with a high contrast and uncluttered design. It should be easy to read and scannable. 4. Stick to Legible Fonts Whichever Word template you choose, use fonts that are simple and legible. A fax cover sheet isn't the right place to experiment with unusual fonts that make your message hard to read. Stick to conventional fonts with tried-and-true legibility. Simplicity is key. 5. Remember Your Branding Premium Word templates are fully customizable so you can reflect your branding. The fax cover letter is part of your organization's overall branding. It should be visually coherent with your other communication and marketing materials. So, choose a fax cover template that allows you to include your company logo, name, and other identifying design elements. By following these tips, you can create a fax cover sheet in Word that achieves its purpose: getting the fax to the right person and achieving the response you need. Discover More Top Microsoft Word Templates for your other communication needs, check out these roundups: 20 Best Free Sign In & Out Sheet Word Templates to Download 2022 20 Best Free Professional MS Word Business Report Templates to Download 2022 Best of 2022: 28+ Microsoft Office Word Document you need in Word, for both personal and work projects. 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