

Confidential Facsimile Transmittal Cover Sheet

To: [Click here and type name] **Fax:** [Click here and type fax number]

From: [Click here and type name] **Date:** Fill in date

Re: [Click here and type subject of fax] **Pages Including Cover Sheet:** [Click here and type number of pages]

CC: [Click here and type name]

Urgent For Review Please Comment Please Reply Please Recycle

Notes: _____

CONFIDENTIAL

The documents accompanying this telecopy/facsimile transmission may contain confidential information belonging to the sender that is legally privileged. This information is intended only for the use of the individual or entity named above. The authorized recipient of this information is prohibited from disclosing this information to any other party and is required to return or destroy the information after its stated need has been fulfilled, unless otherwise required by state law. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or action taken in reliance on the contents of these documents is strictly prohibited. If you have received this telecopy/facsimile in error, please notify the sender immediately to arrange for return of documents.