

About the Document

name	AA-ALL-4580-M. Fax Template
owner	Office Administration
what it is	A cover page used to ensure that the Company brand and standard formatting are consistently used when sending a Company fax
who uses it	Any staff member required to send a Company fax

Working with the Document

- ◆ Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.
- ◆ To insert a check inside a check box, double-click on the check box and under the **Default value** heading, select **Checked**.
- ◆ Table cells will expand to accommodate any length of text.

Instructions

1. Save a copy of the fax template form.
2. In the copied form, complete the applicable sections electronically.
3. Ensure the 'IMPORTANT NOTICE' is included on your final cover page.
4. Save the file.
5. Print the form and send it as the first page of your fax transmission.
If using email fax, include your cover page as the first attachment of your fax.

About our Fax Machines

1. CUSTOMIZER: If applicable, insert your fax procedures, for example location of fax machines or how to use email fax.
2. CUSTOMIZER: If applicable, insert your fax procedures, for example location of fax machines or how to use email fax.