

# FAX

## **What is a fax message?**

A fax (short for facsimile and sometimes called telecopying) is the telephonic transmission of scanned-in printed material (text or images), usually to a telephone number associated with a printer or other output device. ... The receiving fax machine reconverts the coded image and prints a paper copy of the document.

## **How do you draft a fax?**

The letterhead should include the company or individual's name, address, telephone number, fax number and email address. List the date a couple of lines down from the letterhead. Write "Company Name," followed by a colon. Write in the name of the company where you are sending the fax.

## **FAX Format**

The FAX sheet should contain the following information:

1. Company Logo
2. Company identification information • Company name, school name, address, phone number, fax number, web URL, and email address
3. The word "FAX"
4. The following headings should be included:
  - TO (recipient of fax)
  - FAX (recipient's fax number)
  - PHONE (recipient's phone number)
  - FROM (sender's name)
  - DATE (date of transmission)
  - RE (Reason/Topic of message)
  - PAGES (total number of pages transmitted)
  - CC (courtesy copy)

5. The following options should be included.

Place a check box pin front of each item: •Urgent, For Review, Please Comment, Please Reply

6. Include a section for comments

## **FAX Sample**

The following is an example of a Facsimile

Letter headed paper -	-ABCD Company 1800 Massachusetts Avenue Washington DC 20036	Mobile Phone specialists Tel +44 114 7878546 Fax +44 114 3265774 Email abcdxxx@yahoo.com
Include the main heading 'FAX MESSAGE'	- FAX MESSAGE	
These headings are important so that all the essential details can be inserted alongside	To Ary Porter, General Manager - Company XYX Comppany Ltd Fax Number 86 788782x From Joseph Curner, Managing Director Ref DLP/XX Date 13 August 2011	
It is important to state the number of pages being sent	- Number of pages (Including this page) 1	
A salutation may be included if preferred	-	
The heading should state the main topic of the fax message	- VISIT TO DUBAI Thank you to calling this morning regarding my trip to Singapore next month. I am very grateful to you for offering to meet me at the airport and drive me to my hotel.	
The body of the fax message should be composed similarly to a business letter	- I will be arriving on flight BOW01 on Monday 29 August at 1230 hours. Accommodation has been arranged for me at the Dubai Hotel. I will be traveling up to Dubai on Sunday 02 September on BOW06 which departs from Dubai Airport Terminal 3 at 1260 hours.	
A complimentary close is not necessary	- I look forward to meeting you.  <i>Joseph Curner</i>	

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FAX

To: Chris Linden  
Fax #: (239) 982 734  
From: Judith Starr  
Date: 18 September 2007  
Subject: Institute of Building Consultants Annual Meeting  
Transmitting 2 pages including this page

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Dear Chris,

Enclosed is a draft agenda of the

ANNUAL MEETING organized by the  
INSTITUTE OF BUILDING CONSULTANTS

DATE: 15 November 2007

TIME: 9:00 A.M.

VENUE: Port Charlotte Community Club  
8930 Toledo Blade Blvd, Port Charlotte

If you have any questions regarding Annual Meeting registration, please contact me.

Best regards,

*J. Starr*

Judith

A fax cover sheet is a sheet that is faxed through to your recipient before your actual fax message. Cover sheets are optional in fax marketing. Their intended purpose is to identify the sender and provide some contact information, as well as to state the intended recipient and their information.

## **✚ Are fax cover sheets really necessary?**

Fax is one of most necessary things which every business needs i.e., small business to large business. Similarly, along with fax, there is an absolute need of fax cover sheet. It does not means the business owners need fax cover sheet in traditional fax system in fact, there is a definite need of fax cover sheet in online fax systems. In layman language, the fax cover sheet is the covering of a message or the envelope of a message which shows that from the where is message id delivered and to who the message is delivered. It does not means that one cannot send the message without the fax cover sheet in fact, the message becomes more formal and genuine with the fax cover sheet. So, this is the reason why people cannot imagine to send the message with the cover sheet.

Different companies contains different fax sheet and each company designs the fax sheet according to them like some companies get involved their company's logo and signature on the fax cover sheet. The fax cover sheet might include the pertinent details of the company. Especially the fax cover sheet are important when the recipient do not read all the messages immediately, so the specific cover letter helps to differentiate between the specific fax message and rest of the other. As each company have minimum of 20 employees so at such places it might be difficult to differentiate the important fax message and it would be very easy when the important message consists of a cover sheet.

Another important thing which should be included in the information on the fax covert sheet is the personal contact number of the sender. The fax cover sheet should not be devoid of the fax number of recipient's company. The fax cover sheet should include the number of pages or the count of total pages so that person who will read the message, completely checks all the pages. Another benefits of mentioning the page number on the fax cover sheet is that one can identify the missing pages immediately. This is one of the most common problem in the traditional fax services. This is one of the reason that why the online fax services are always better than the traditional fax services. The online fax service is always more reliable than the bulky, traditional faxing machines.

Some people include the website of their company on the fax cover sheet. It is another way of marketing the company and its services. Although there is no specific format for any fax cover sheet. Only one thing required is that the layout should be such that every information can be read by the recipient. The sender should divide the header section and rest of the message so that the recipient and sender do not get confused. Although there are several companies which offer absolutely free fax cover sheet, so one can get the fax cover sheet from there. Free fax cover sheet are important for the companies or small businesses who are just about to set up their business.

Formal Fax Cover Letter

To

David Warner

Purchase Manager

GKL Software Solutions

45, Benson Street, Western London

UK

25<sup>th</sup> August 20XX

Sub – Fomal fax cover letter

Dear Mr. David

I am writing this letter as per the enquiry done by your company regarding our computer hardware solutions to our corporate customers. I am feeling excited to inform you that our company offers very attractive discounts to consumers who purchase in bulk.

You can contact our company's executive in case you require any clarification about our products. I will eagerly wait for appositve reply from your side .I look forward for a long term professional relationship with our company. Thanking you

Mark Zurich

Sales Manager

MELL Computer Hardware Private Limited

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