```php
<?php
// addform.php
//set default value of variables for initial page load
if (!isset($phoneError)) { $phoneError = ''; }
if (!isset($phone)) { $phone = ''; }

include("header.php");
print <<<HERE
    <h2>Add a Contact</h2>
    <form action="add.php" method="POST" enctype="multipart/form-data">
    <div>
        <label for="email">Email*:</label>
        <input type="text" name="email" id="email" required="required">
    </div>

    <div>
        <label for="first">First Name*:</label>
        <input type="text" name="first" id="first" required="required">
    </div>

    <div>
        <label for="last">Last Name*:</label>
        <input type="text" name="last" id="last" required="required">
    </div>

    <div>
        <label for="phone">Phone*:</label>
        <input type="text" name="phone" id="phone" value="$phone" > $phoneError
    </div>

    <div>
        <label for="image">Image:</label>
        <input type="file" name="upload" size="30" id="upload">
        <br><small>Must be less than 512 kb.  Only JPG, GIF and PNG
files.</small>
    </div>

    <div id="mySubmit">
        <input type="submit" name="submit" value="Submit">
    </div>
    </form>
HERE;

?>
```