**Fax message**

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| --- | --- | --- | --- | --- | --- | --- |
| **To:** | Name of recipient | | | **From:** | Name of sender | |
| **Fax:** | Fax no. of recipient | | | **Fax:** | Fax no. of sender | |
| **Phone:** | Phone no. of recipient | | | **Phone:** | Phone no. of sender | |
| **Pages:** | Number of pages | | | **Date:** | Transmission date | |
| **Subject** | | | | | | |
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