



FACSIMILE TRANSMISSION

Yes, We Still Use Fax. No, We Don't Know Why Either.

TO: _____

FROM: _____

FAX #: _____

FAX #: _____

COMPANY: _____

PHONE: _____

DATE: _____

PAGES (including cover): _____

URGENCY LEVEL:

- ☐ **Urgent** — Please read immediately (then panic)
- ☐ **For Review** — Read it whenever... we'll wait by the fax machine
- ☐ **Please Comment** — Use the ancient art of handwriting
- ☐ **Please Reply** — Fax us back (if you can find your fax number)
- ☐ **For Your Records** — File under 'Things That Could Have Been Emails'
- ☐ **Confidential** — Don't leave this on the shared fax machine in the break room

MESSAGE / SPECIAL INSTRUCTIONS:

⚠ IMPORTANT NOTICE ⚠

*If you received this fax in error, please call us to let us know.
Then destroy this document in the most dramatic way possible.
We suggest fire, but shredding is also acceptable.*

"Sending Documents Like It's 1989"