

Fax Template

Background: The word “fax” is short for facsimile and is a technology that transmits the image of a scanned document via the telephone lines. This is a technology that has been around for a long time, particularly if you count radio wave transmissions. It is still very useful, especially in business when a signature might be required on documents. A fax coversheet accompanies these documents to inform the recipient of the sender, purpose, and instructions of the transmitted document(s). A fax number is in the same format as a phone number – (xxx) xxx-xxxx.

Assignment: You are to use the Fax Template feature of Microsoft Word to create a Fax Cover Sheet. This should be a fax from your fictitious company to another business. You may make up the name(s) of the recipient(s) as well as their phone/fax numbers, addresses, etc. In the comment field, write a paragraph explaining the purpose of the fax you are sending – be creative.

Vocabulary:

CC – Short for “Carbon Copy”. This is a field on fax cover sheets, memos, and emails that lists additional recipients of the message other than the primary recipient. Example: A teacher might send an email to a parent and “cc” the principal.

RE – Short for “in reference to”. This is similar to the subject line of an email.

Directions:

Open Word. Click on: [File> New> Faxes], then select the fax style you want and click download.

Make sure that all fields are completed. Save to Edmodo. You will be turning this in at the same time as the Interoffice Memo.

PROOF READ YOUR WORK