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These blank fax cover sheets and templates are available free for your use. Each is available as a Microsoft Word, PDF or Apple Pages template. Print or download our modern cover sheet designs and edit or customize as needed. To put it simply, a fax cover sheet is a sheet that is faxed to the recipients that precedes the actual message or document. It includes information such as the name or fax number of the sender, plus an optional note so that the recipient knows what to do with the document. It is especially useful in companies that have one fax machine for all of their employees, or when the recipient is not expecting the fax. What Does a Fax Cover Sheet Include? Different fax cover sheets include different information or fields for the sender to fill out. However, generally speaking, you can expect: The name and surname of the recipient The fax and phone number of the recipient The senders name and surname The senders fax and/or phone number Date and time of fax transition Number of pages of the faxed document The subject of the fax and a short note or message about its contents If the document you are faxing contains some sensitive information that shouldn't be disclosed to anyone aside from the recipient, the fax cover sheet is a good place to state that. Some fax cover sheets include a "Confidential" note within the design. A business fax cover sheet will also most likely include the name and the logo of the company. The final decision about what to include on a fax cover sheet is up to you and your company. There are plenty of free fax cover sheet templates available online in Microsoft Word (such as ours) that can easily be edited to fit your needs. Should You Use Fax Cover Sheets? The truth is that, in the end, it all depends on your personal preference - however, many people believe that using fax cover sheets is very useful. Some companies like to use cover sheets because they believe it makes identification a lot easier. Besides, they think that after seeing the recipient's name, other people won't be as likely to read the faxed message. Although there are some people who believe that fax cover sheets are a waste, that's actually not the case. Fax cover sheets make you appear more professional and make the communication between you and the recipient faster. We offer a free printable fax cover sheet template in 16 different formats. You are free to edit the template to suit your needs. You can add your details and your logo. Fax Cover Sheet Template The information included in each confirmation page: date, number of pages (first page of x pages), intended recipient or recipient's name, fax number, fax number of the sender, subject line, and space for a short message. For a business fax cover sheet there is also an option to add a logo and the company's name, phone number, and other relevant information. Facsimile Cover Sheet Disclaimers When the fax documents are confidential, you might need to add a disclaimer such as this: The facsimile transmittal may contain information that is privileged, confidential, or exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, you are notified that any review, use, copying, dissemination, or distribution of the contents other than to the addressee of the communication is strictly prohibited. If you received this communication in error, please notify us immediately via the contact details above and return the original message to us or destroy the attached documents. A fax cover disclaimer should include the following: A statement that the information is privileged, confidential or exempt from disclosure under applicable law; That it is intended for use only by the recipient; That use of the information is strictly prohibited; Notification to the sender in the event of erroneous receipt The sample disclaimer above includes all four of these elements. How to make a fax cover sheet Select any fax cover sheet example from the selection above. You can select a fax cover sheet PDF format if you prefer to use the blank version. If you want to add your company's details, then the Word format will be a better option. You can add your company's name, address, contact details, logo, etc. If you don't like any version as-is then select the fax sheet in Word and edit as you wish. If you want to add your logo, then select a fax cover page with a logo and replace it with your own. You can also add a logo to any template, even if it doesn't have one. To do this, open the document in Microsoft Word. Click on insert then select the image and select your logo. Right-click on the logo and select "wrap text". Select "In front of text" and drag the logo to wherever you want it to appear. The free fax cover sheet can be used for your home or your business. If you are using it for a business, then fill in all the details that will be relevant each time you use it. This includes the sender's name, contact details, the company's name, and address. You can then put a few copies next to the fax machine and use it whenever you need one. You will then only need to fill in the recipient's details. How to make a fax cover letter You can use the message section to write a fax cover letter. If you want to write a long message, then select a template with more space for a message. How to edit the fax cover sheet template You can edit the free fax cover sheet template with Microsoft Word, Excel, Google Docs, or Google Sheets. Select any fax sheet template from the selection above. If you want to edit it extensively, then select the fax cover sheet Word version. If not, you can select a typeable PDF version as well. Type your name and contact details if the fax template is for personal use. If you are making a fax cover page for a business, then add your business name, contact details, address, website, email, fax and telephone number, and logo if you have one. If you are going to fill out everything each time you use the cover page, then save the document somewhere accessible. If you are going to fill out the specific details by hand, then delete all sections that will need to be filled out by hand. Make a few copies of the blank fax cover sheet and put them next to the fax machine. Each time you send a fax, you can fill in the details. This will save you a lot of time. How to fax without a fax machine There are many online fax services available today so you don't need a fax machine in order to send or receive a fax. You usually don't need to add your fax cover sheet to your fax. The online fax service does it for you. You don't even need to print it, which makes it more cost-effective. A fax cover sheet is a page that is faxed to your recipient before your actual fax message and is used to identify the sender, the intended recipient, the subject, and maybe a few lines about the content of the attached documents. Fax cover sheets can be used for different purposes, from protecting the content of the actual fax message to adding more details about the intended recipient.View TemplatesFAX PLUS Cover Sheet A confidential fax cover sheet is an information sheet sent alongside a fax document that requires privacy to be absolutely upheld. The professional fax cover sheet contains the names and fax numbers of the recipient and sender, subject of the document and the sending date. It is clearly labeled with the word confidential in bold. It has a statement of confidentiality or confidentiality note, which is a disclaimer pertaining to the legal nature and privileges accorded to the fax document, you can also see Printable Fax Cover Sheet. A confidential fax cover sheet is used to keep sensitive information secure and to help foster integrity for either business, legal or health reasons. 24+ FREE & Premium Fax Cover Sheet Templates - Download NOWBeautifully Designed, Easily Editable Templates to Get your Work Done Faster & Smarter. Fax Cover Sheet Excel TemplateBuy Nowfreefaxcoversheets.netfaxtemplates.netmedicalmutual.comahcanca.orgrevenue.pa.gov You may also like Capture your best moments with our premium photo album templates. DOWNLOAD THE TEMPLATES NOW. 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