



## **Fax Cover Sheet**

### **print your own fax cover sheets**

Customized fax cover sheets can reinforce your "brand identity" and make your business look more professional. Follow these steps to use our Microsoft™ Word™ templates:

1. Select a template. Click on a title to preview an image.
2. Download or open a template depending on your browser.  
Instructions are on each preview page.
3. Customize the template with your text and logo.
4. Print! For best results, use [HP specialty papers](#).