
ABC Contractors Inc**FACSIMILE**55 Main Street
Sometown, PA 99999**Phone:** (555) 555-5555
Fax: (555) 555-5554

PROJECT: Sample Project
Sample Project #1**DATE:** 07/13/2004**TO:** Attn: Jane Doe
Architects R Us
243 Terrace Way
Sometown, US 55555-2345
Phone:555-555-9874 Fax:555-555-6541**CONTRACT/PO:** Proj#1**FROM:** John Smith**RE:** FacsimileSent via Fax. Total pages including cover is 1

The sketches that Tom Jones requested have been posted at our web site. Please download them and begin the review for our meeting scheduled on July 26, 2002. If you have any questions, please contact me at (555) 555-1234 ext. 901.

Signed:_____
John Smith**Date:**_____
07/08/2002