# Fax Cover Sheet

**Complete all fields** and fax the form to the applicable address/number provided at the bottom of the page. Complete **ONE (1)** Fax Cover Sheet for each electronic claim for which documentation is being submitted. This form should not be submitted prior to filing the claim.

|  |
| --- |
| SENDER INFORMATION: |
| Name: |  | Fax #: |  |
| Company Name: |  | Phone #: |  |
| Address: |  |
| City: |  | State: |  | Zip: |  |

|  |
| --- |
| NOTES: |
|  |

**Fax Number:**

HLOOM 123-456-7899

This document is intended solely for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this notice is not the intended recipient or individual responsible for delivering the message to the intended recipient, you are hereby advised that any dissemination, distribution or copying of this information is strictly prohibited. If you receive this communication in error, please advise sender by telephone and destroy these papers.

**Copyright information - Please read**

© This [**Free Fax Cover Template**](http://www.hloom.com/fax-cover-sheets/) is the copyright of Hloom.com. You can download and modify this template for your own personal use to create a fax cover sheet for yourself, or for someone else. You can (and should!) [remove this copyright notice](http://www.hloom.com/resumes/how-to-format-word/) before sending the fax.

You may not distribute or resell this template, or its derivatives, and you may not make it available on other websites without our prior permission. All sharing of this template must be done using a link to <http://www.hloom.com/fax-cover-sheets/>.

For any questions relating to the use of this template please email us - info@hloom.com