Assignment Due: Fax Transmittal Cover Sheet

Please refer to pages 68-69 in your textbook for more information.

Your fax transmittal cover sheet should be addressed appropriately. It should include their name, title, department, fax number, number of pages, and a brief message no more than 3 paragraphs. Your factious fax transmittal cover sheet message should state in your own words that you are notifying your boss of a change in policy, procedure, schedule or personnel assignment you encountered on a job held in the last two or three years and that you are faxing the document to him/her for their immediate review. Please be specific regarding the change!