

## FAX COVER SHEET INSTRUCTIONS

1. Open a new Microsoft Word document and save it as Your Name – Fax Cover Sheet
2. On the first line of the document insert a rectangle which is 8.5 inches wide and .75 inches tall.
3. Format the rectangle to have a fill color of black and no outline
4. In the center of the rectangle enter the text “FAX” in white, 36 point arial font
5. Below the rectangle enter the following address in arial 14 point font:  
Paul Wordman, Marketing Director  
True North Complex Center  
711 Civic Center Drive  
Charity, CS 57985  
Tel: (555) 777-1023  
Fax: (555) 777-1123
6. One space beneath the address insert a table which has four columns and four rows.
7. Enter the following text in the table:

TO:	Angela Valdez	FROM:	Paul Wordman
FAX:	(555) 777-7849	PAGES:	1
PHONE:	(555) 777-7850	DATE:	04/25/2023
RE:	Complex Inquiry	CC:	N/A

8. Format the text in the table to be arial 14 point font left alignment.
9. Format the table so the first and third columns are .5 inches tall and 1 inch wide and the second and fourth columns are .5 inches tall and 2.25 inches wide.
10. Insert a page break after the table.
11. Enter the text from the Fax Cover Sheet Second Page onto the new page. Use arial 12 point font. Use Vladimir Script 26 point font for the signature.

# FAX

Paul Wordman, Marketing Director  
True North Complex Center  
711 Civic Center Drive  
Charity, CS 57985  
Tel: (555) 777-1023  
Fax: (555) 777-1123

TO:	Angela Valdez	FROM:	Paul Wordman
FAX:	(555) 777-7849	PAGES:	1
PHONE:	(555) 777-7850	DATE:	04/25/2023
RE:	Complex Inquiry	CC:	N/A

**To:** Angela Valdez

**From:** Paul Wordman

**Date:** 04/25/2023

**Subject:** Complex Inquiry

Dear Ms. Valdez,

Thank you for your inquiry concerning our facility. The True North Complex Center is a premier conference center located in Charity, CS. Our center has hosted various entertainment events, professional and college sporting events, most recently the Public Agency Risk Management Association (PARMA) conference as well as the Central Valley Chapter Spring event. The center strives to provide each of its customers with not only superior facilities to host events, but additional indoor dining areas to accommodate all its visitors.

We are certain that you will find The True North Complex Center an attractive and suitable location to host your annual event.

Should you have any further questions please feel free to contact me at your earliest convenience.

Sincerely,

*Paul Wordman*

Paul Wordman, Marketing Director  
True North Complex Center  
711 Civic Center Drive  
Charity, CS 57985