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|  |  | Charlotte’s Web Site  123 Main Street Brighton, MI 48116 |
| [Pick the date] |  | **FAX** |
|  | |  |
| To: [Type the recipient name] |
| Phone: [Type the recipient phone number] |
| Company Name: [Type the recipient company name] |
| Fax: [Type the recipient fax number] |
|  |
| From: eBeth |
| Phone: [Type the sender phone number] |
|  | | Company Name: Charlotte’s Web Site |
|  | | Fax: [Type the sender fax number] |
|  | | Number of Pages: [Type the number of pages sent] |
|  | | Urgent: [Select the option] |
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