

Fax Cover Sheet & Business Memo

Directions:

1. Open a new Microsoft® Word document in order to complete the tasks required for this *Project*. Additionally, you will need to download and use the *Fax Cover Sheet & Business Memo Customer Request Memo Student File* to use as an information source.
2. Once you have the document open, save the document as Your Name- Fax. For example, if your name is Martin Gonzales the file would be named Martin Gonzales- Fax.
3. Complete the following edits to the document:
 - A. On the first line of the document complete the following tasks:
 - Insert a rectangle which is 8.5 inches wide and .75 inches tall
 - Format the rectangle to have a fill color of Black, Text 1 and no outline
 - In the center of the rectangle, enter the text “FAX” in white, 36-point Arial font
 - B. One space beneath the rectangle, enter the following address block in Arial 14-point font:
 The Element Marketing Firm
 602 Einstein Circle
 Atomsville, YS 57985
 Tel: (555) 777-1023
 Fax: (555) 777-1123
 - C. One space beneath the address block, enter a table which has four columns and four rows and is center aligned.
 - D. Enter the following text in the table: (Be sure to put your name and today’s date in the appropriate cells.)

TO:	Meghan Williams	FROM:	YOUR NAME
FAX:	(555) 777-7849	PAGES:	1
PHONE:	(555) 777-7850	DATE:	TODAY’S DATE
RE:	Customer Request Memo	CC:	N/A
 - E. Format the text in the table to be Arial 12-point font and use the Align Center Left alignment of the text in the table.
 - F. Format the table so the first and third columns are .5 inches tall and .85 inches wide and the second and fourth columns are .5 inches tall and 2.25 inches wide.
 - G. Insert a page break after the table.
 - H. Open the *Fax Cover Sheet & Business Memo Customer Request Memo Student File*. Copy all of the text present in the file and paste it on the second page of your document.

Fax Cover Sheet & Business Memo

- I. Add your name and today's date to the appropriate areas in the header of the copied memo.
 - J. Change the formatting of the "To", "From", "Date" and "Subject" portions of the memo to bold. (See example to see exact lines.)
 - K. Add your name to the signature of the document.
4. When you have made the necessary edits, save the file and submit it to your instructor.

To see a sample of how your file should look, view the next page. Keep in mind this file has been edited and will appear smaller than a real document.

Fax Cover Sheet & Business Memo

FAX

The Element Marketing Firm
602 Einstein Circle
Atomsville, YS 57985
Tel: (555)-777-1023
Fax: (555)-777-1123

TO:	Meghan Williams	FROM:	Martin Gonzales
FAX:	(555)-777-7849	PAGES:	1
PHONE:	(555)-777-7850	DATE:	8/22/2022
RE:	Customer Request Memo	CC:	N/A

To: Meghan Williams
From: Martin Gonzales
Date: August 22, 2022
Subject: Customer Request Memo

Ms. Williams,

Thank you for your request concerning our company. The Element Marketing Firm is a premier marketing company located in Atomsville, YS. We believe marketing is not only promotion and advertising, but everything from company culture and positioning, new business/product development, public relations, and arguably all of the sales functions as well. The Element strives to provide each of its customers with not only superior service, but facilitate company growth and development through the use of "elemental" marketing.

The Element Marketing Firm provides various marketing and promotional services for all types of businesses. Our specialty areas include event planning, commercial production and web design. We have provided services for Atomsville Chamber of Commerce, Happy Panda Buffet, Rocket Motors, and many other businesses and organizations in Atomsville. Please call me at for specific questions.

Again, thank you very much for your interest. We look forward to having the opportunity to work with you.

Sincerely,

Martin Gonzales

Rubric

Description	Points	Your Score
The submitted file is correctly named. (Student Name- Fax)	5	
On the first line of the document there is a black rectangle which is the correct size and color.	10	
In the rectangle, the correct text appears with the formatting specified.	5	
The address block appears in the correct location of the document with the correct formatting.	15	
The table is in the correct location in the document and includes the specified text with the correct formatting.	20	
The table columns and rows are the appropriate size.	10	
There is a page break inserted after the table.	5	
The text from the <i>Customer Request Memo Student File</i> has been pasted into the file on the second page.	10	
The student's name and today's date has been added to the correct areas in the memo.	10	
The heading portion of the memo has been bolded.	10	
Total Points	100	

Comments: