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**ABC Contractors Inc****FACSIMILE**

55 Main Street  
Sometown, PA 99999

**Phone:** (555) 555-5555  
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**PROJECT:** Sample Project  
Sample Project #1

**DATE:** 07/13/2004

**TO:** Attn: Jane Doe  
Architects R Us  
243 Terrace Way  
Sometown, US 55555-2345  
Phone:555-555-9874 Fax:555-555-6541

**CONTRACT/PO:** Proj#1

**FROM:** John Smith

**RE:** Facsimile

Sent via Fax. Total pages including cover is 1

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The sketches that Tom Jones requested have been posted at our web site. Please download them and begin the review for our meeting scheduled on July 26, 2002. If you have any questions, please contact me at (555) 555-1234 ext. 901.

**Signed:**

John Smith

**Date:**

07/08/2002

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