|  |  |
| --- | --- |
| 123 Main Street  Suite 456  Anytown, GA 33333 | Sample |

Cover Sheet

|  |  |  |  |
| --- | --- | --- | --- |
| To: | Dime | From: | John Doe |
| Fax: | 770-123-4567 | Pages: | 3 |
| Phone: | 770-867-5309 | Date: | 1/01/20XX |
|  |  |  |  |

\*\* Please circle the correct description below \*\*

**Deposit**

**Bills to Be Paid**

**Bank Statement**

**Invoices**

**Other: (Please Describe Below)**