

@Scompany	
@Saddress1	
@Scity	
@Sstate	@Szipcode

FROM

TO

Name: @Sname

Phone: @Sphone Fax: @Sfax

E-mail: @Semail

@Rname

@Rdestination

@Rcompany



Sent: @Gdate at: @Gtime @Gpages page(s) (including cover)

Subject: @Gsubject

Comments: @Gcommentary