



**DOCUMENTS
SENDING COVER
SHEET**

**PLEASE ADD A COPY OF THIS COVER SHEET WITH
EACH BATCH OF DOCUMENTS YOU SEND TO US
AS PAPER ORIGINALS OR AS FAX UPLOADS**

YOUR NAME _____

COMPANY NAME _____

DOCUMENTS FOR THE MONTH OF _____

NUMBER OF PAGES: ORIGINAL PAPER DOC _____

NUMBER OF PAGES: FAX DOCUMENTS: _____

FAX TOLL-FREE TO: 866-323-8250

**IF SENDING USING OUR UPLOAD SYSTEM
CALL 905-477-7773 FOR UPLOAD LINK
AND PASSWORD**