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Internet fax converts a facsimile transmission into a digital file that can be received via email and vice versa. To avail of the facility of Internet fax, you will have to necessarily tie up with an online fax service provider. When you sign up with an online fax service provider, you will be assigned a dedicated fax phone number that will convert incoming fax messages as email attachments that are automatically sent to your email address.

Most of these services also enable you to send attachments - like Word documents, PDFs, or pictures - to physical fax numbers that are received just as if you had sent them using a standard fax machine. Internet fax services will send you your documents in a variety of file formats, such as TIF or PDF files. The salient features of internet fax facility are low cost, time-saving, extremely reliable, environment-friendly and secure.

For using internet fax facility, you do not have to buy a fax machine nor the concomitant consumables. Besides, you can also dispense with the need for a dedicated phone line. Many service providers will permit you to set up multiple receive email points - so your fax messages are automatically delivered to whomever you choose.

Because internet faxes are done online, there will no busy signals, no running out of paper, no paper jams, no messy ink etc. Most online fax services support high level encryption technology to ensure total security.

When tying up with an internet fax service provider, you must make sure that he is reputed and wholly reliable as you can not afford to take risks. Most service providers will offer a free 30-day trial period and it is prudent you avail this offer. This will enable you to assess the suitability of the service provider and the quality of his service.

Before doing a price comparison and concluding the contract, make sure the service provider does not charge any start up fees or hidden costs.

Most online fax services offer more or less similar services and pricing, so when considering which provider to select, evaluate your faxing practices. It is important to know the exact quantum of fax workload. Many fax companies offer different packages such as send only, receive only or a combination of the two.

Last but not the least; make sure you have proper customer support. A company is considered good according to the customer service it provides. Make sure they have well trained, knowledgeable and friendly staff, to help you 24/7 and three sixty days a year. Also know how you can reach them- local or toll free number/phone, e- mail, live web chat and any other means. So considering all these aspects, try to go for one proper service provider, to get the best deal for you.

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