



LETTER OF AUTHORIZATION/NUMBER PORTABILITY FORM

Today's Date

Account Number

Customer Name

Sales Representative

Order Information

Order Type

Quantity of Numbers

Port from Carrier

Full or Partial Port

Customer/End User Information

As you are aware, you may continue to use your existing telephone number with your current carrier until your number is ported. In order to transition your current telephone number to the network, we must work with your previous service provider to ensure your service is uninterrupted, and where applicable, to ensure your number is transferred.

Your prior service provider requires this letter as proof that you have explicitly authorized and requested your service and current telephone/fax number be transferred to another service provider. By filling in all the information requested below and signing and dating this letter, you provide us with the authorization to initiate the process of transferring your service and telephone/fax number.

Please ensure the following information is completed accurately to prevent possible delays.

Customer/End User Name as it appears on invoice/CSR

Service Address

Room/Floor

Building

City, State and Zip Code

LOA Signed By

Date

Current Account Number

LEC Main Billing Telephone Number

Numbers to Port

All TN's listed to port MUST be associated with the carrier listed within

*****To add additional numbers, please attach additional worksheets to this form.*****

PLEASE REMOVE ANY FEATURES (i.e., Hunt Group) ASSOCIATED WITH THESE NUMBERS PRIOR TO SUBMITTING THIS LETTER AUTHORIZATION (LOA). ADDITIONALLY, PLEASE DO NOT PLACE ANY NEW SERVICE ORDERS OR DISCONNECTS WITH YOUR CURRENT SERVICE PROVIDER ON THIS ACCOUNT, AS THIS WILL CAUSE A DELAY IN PORTING YOUR NUMBERS.

Notes:

Number portability, the ability to retain your phone numbers and move them from one carrier to another, is a right granted by the FCC. The process is time consuming and it can take days before a number becomes fully operational on the new carrier. This is because there are hundreds of independent carrier/phone companies in the US, each with their own database containing call routes. Getting all of those carriers to update their call routes immediately is the goal, but cannot be guaranteed. The consequence is that once your fax number has been ported to etherFAX most calls will be completed, but there may be pockets in the country where a Local Exchange Carrier (LEC) does not update their call routing database and calls from customers of that LEC will not be routed to etherFAX. etherFAX will work with the carriers to resolve the problems in a timely manner but ultimately the work must be performed by the LEC.

All Firm Order Confirmation (FOC) dates are final. There will be a \$55.00 per number carrier fee for any successful FOC date change or FOC cancelations. FOC date changes and cancelations if requested are not a guarantee.

By signing below, you designate the carrier to transfer your service from your current provider. By signing below, I also authorize the carrier to transfer your current telephone/fax number used to provide service so the carrier may provide its network service to you. By signing below, I also authorize the carrier to obtain billing information, customer service records and other information required to provide me with service on the network. I understand I may consult with the network as to whether a fee will apply to the change.

Signature:

Date: