



Letter of Authorization for Number Transfer

Current Provider: _____ CLEC (if known): _____

Numbers to Transfer: _____

Numbers to request for disconnect: _____

*****NAME AND SERVICE ADDRESS MUST MATCH EXACTLY EXISTING PHONE INVOICE *****

Customer Name: _____

Service Address: _____

Service address is where service is physically installed. Note: this may not be the same as the billing address.

Cell Phone Number? Provide: Account number: _____ Password: _____

911 Service Address: Any number which may appear as a Caller ID on outgoing calls should have a 911 service address. Please provide number, name and service address from where calls will be made using the new service:

Directory Listing (\$50/number/year)? By default, all numbers are Unlisted (also no listings for fax numbers). For any listing request, provide number, name and service address:

AUTHORIZATION

The customer hereby authorizes RingOffice / CI Gear to act on behalf of the customer to make changes to the customer's existing local phone service with respect to Local Number Portability, limited to the numbers listed above. The Customer hereby authorizes RingOffice / CI Gear to port/disconnect the indicated local telephone numbers from the customer's existing local phone provider. RingOffice / CI Gear is not responsible for errors related to telephone listings with third parties.

Authorized Signature: _____ Date: _____

Name of Signatory (Please Print): _____

NOTES:

- Please also attach a copy of your current phone bill issued within less than 30 days and clearly showing the phone number(s), address and (company) name above.
- Please ensure there is no contract, DSL, hunt group or service bundle depending on the number(s) to be ported.
- Do not cancel or change your phone number(s) prior to completion of the transfer. This may cause a rejection or worse a loss of your telephone number.
- RingOffice / CI Gear cannot guarantee disconnection requests as we can only pass these to the releasing carrier.
- If information submitted above does not match the phone bill or if other services, bundles or dependencies exist on a line, your port order may be rejected resulting in additional porting fees.
- **IMPORTANT: 911 service is subject to the Service Limitations and Emergency/9-1-1 Limitations sections of the Terms of Service (<http://ringoffice.com/terms-of-service/>).**