

For each of the telephone numbers listed herein and on Attachment A, I appoint SIMPLIFI to act as my Agent for the purpose of collecting my account information with my current local telephone carrier or provider (hereinafter "Provider").

By selecting SIMPLIFI to act as my Agent to research my current services with my current Provider of local telephone service, I am authorizing the change of my local telephone Provider from that/those which I am currently using to SIMPLIFI. This authorization will expire with written notification only.

### LOA Instructions:

1. All information on this form MUST be typed and NOT handwritten
2. Only one (1) BTN may be associated with each LOA. If you have additional BTN's, you must submit an LOA for each BTN.
3. Please provide a copy of the most recent losing carrier invoice for the BTN listed above (Must include ALL pages).  
Note: The information on this LOA MUST match the attached losing carrier invoice.
4. Use Attachment A for listing all telephone numbers associated with this BTN.

Losing Carrier	
Losing Carrier Account Number	
Billing Telephone Number (BTN)	
Account PIN Number (if applicable)	
<b>This information <u>MUST</u> match your current invoice and account information</b>	
Company Name	
Service Address	
City / State / Zip	
Customer Account Contact	
Title	
Customer Contact Number	
<b>Porting Options (select one)</b>	
<input type="checkbox"/>	<b>Full Port:</b> All numbers in the account will either be ported to Simplifi or cancelled by losing carrier if not listed on this LOA.
<input type="checkbox"/>	<b>Partial Port:</b> Not all phone numbers in the account will be ported to Simplifi. Numbers and services that are to remain active with current provider need to be outlined below in appropriate fields. <u>Note: It is the responsibility of the customer to confirm with losing carrier of any numbers and services to remain active with them.</u>
<b>Porting Date (select one)</b>	
NOTE: There is a \$10/phone number fee to change porting date after a confirmed porting date has been issued. If porting date change request is made within 48 hours of confirmed porting date, then a \$20/phone number fee is charged. Fees apply to both 'First Available Date' and 'Specific Date' options below.	
<input type="checkbox"/>	<b>First Available Date:</b> Simplifi porting department will assign next available date.
<input type="checkbox"/>	<b>Specific Date:</b> _____ - Date must be 15 - 30 days out from port request submission date.

**Numbers To Port:** List all telephone numbers to be ported in the following format with one phone number per space. **DO NOT add toll free 800 numbers or alarm lines to the LOA.** Use a RESPORG for toll free numbers.

**Numbers NOT To Port:** For partial port, please list all telephone numbers on this account to remain active with your current carrier in the space. Any telephone numbers not listed in this section could be disconnected by losing carrier.

**Other Services:** Please list any services you currently utilize (i.e. internet, faxing, etc.) that you would like to remain active with your current provider. We will make note of this on our porting request, but it is the customer's responsibility to discuss these services with current provider.

Authorized Signature	
Full Name (please print)	
Email Address (used for LNP updates)	
Date	