

# New telephone number request



Thank you for choosing Skype for Business as your service provider. This form must be completed and supplied to Skype for Business to get new telephone numbers. We will keep you posted on the progress.

## IMPORTANT

1. Please submit requests for different type of numbers in different form submissions. You can only request one number type per request/form. [More Info](https://go.microsoft.com/fwlink/?linkid=851394) (<https://go.microsoft.com/fwlink/?linkid=851394>)
2. A full valid office address is required to order the numbers. You can list only one "emergency calling address" per request/form.

---

### Number type requested (1 above)

- ☐ User number
- ☐ Service (toll) number

### Office address for emergency calling (2 above)

---

---

---

### Amount of numbers required

NOTE: numbers are ordered in block size (1/10/100) \_\_\_\_\_

### Directory Listing

- ☐ No, do not publish my company information.
- ☐ Yes, I would like to publish my company information with certain numbers. When you choose this option, once your numbers are available, we will contact you and ask you which numbers you want published in the national telephone directory.

---

### Customer details

Organization name \_\_\_\_\_

Organization's Office 365 domain \_\_\_\_\_

Authorized person's email address \_\_\_\_\_

Authorized person's phone number \_\_\_\_\_