



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 acquire 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.](#)
2. Please submit requests for different cities in different form submissions. You can only request one city per request/form.
3. **Important:** If you are adding a toll-free number, you will need to set up/enable [Office 365 communication credits](#) *BEFORE* acquiring a toll free number as toll free calls are charged per minute.

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| 1. Number type requested 1 above | Example: Service Toll Number Service Toll-free Number |
| 2. City/ Region/ Country for which you want numbers 2 above | Example: Dublin, Ireland Cork, Ireland |
| 3. Amount of numbers required NOTE: numbers are ordered in block size (1/10/100) | Example: 1,2,3,10,20,100 etc. |
| 4. Directory Listing | <input type="checkbox"/> Do not publish my company information. <input type="checkbox"/> 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 | |
| 5. Company Name & Domain Name | Example: Microsoft, microsoft.onmicrosoft.com |
| 6. Authorized person's email address | |

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| 7. Authorized person's phone number | |
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