



# Letter of Authorization

On behalf of the company named below, I hereby authorize Skype for Business or it's designated agent to obtain billing information, customer service records, and other network information required to take all steps necessary to port the listed Telephone Numbers to Skype for Business.

Please fill out the following information as it appears on the **Customer Service Record (CSR)** of the current carrier:

Customer Name: \_\_\_\_\_

**Service Address:** Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

Please fill out the following information as it appears on the **customer invoice** with the current carrier:

**Billing Address:** Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Current Service Provider: \_\_\_\_\_

Existing BTN (Billing Telephone Number) with current carrier: \_\_\_\_\_

Will you be porting this BTN? \_\_\_\_\_ YES \_\_\_\_\_ NO      Is this a partial port? \_\_\_\_\_ YES \_\_\_\_\_ NO

If partial port, please indicate a new BTN for the current carrier: \_\_\_\_\_

Telephone numbers (please use ranges whenever possible):


Authorized Name: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_