



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. You can list only one "emergency calling address" per request/form.
3. Please submit requests for different area codes and cities in different form submissions. You can only request one city per request/form.
4. **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.

1. Number type requested 1 above	Example: Subscriber Number Service Toll Number Service Toll-free Number
2. Emergency calling address 2 above	
3. Area Code/ City/ Region/ Country for which you want numbers 3 above	Example: 206, Seattle, Washington 425, Redmond, Washington
4. Amount of numbers required NOTE: numbers are ordered in block size (1/10/100)	Example: 1,2,3,10,20,100 etc.
Customer Details	
5. Company Name	Example: Microsoft
6. Company Domain Name	Example: microsoft.onmicrosoft.com
7. Authorized person's email address	
8. Authorized person's phone number	