



Letter of Authorization

Thank you for choosing Skype for Business as your service provider. In order to transfer your current telephone number to Skype for Business we will work with your previous service provider to ensure that your service transferred smoothly.

This form must be completed and supplied to Skype for Business before your phone numbers can be transferred.

Your prior service provider requires this letter as proof that you have explicitly requested and authorized that your service and telephone numbers be transferred to Skype for Business. By filling in the information below, and signing and dating this letter, you provide us with the authorization to initiate the process of transferring your service and telephone numbers to Skype for Business.

IMPORTANT

Please do not submit any service change orders on these phone numbers to your current service provider. Doing so will delay or cancel this transfer. If you are relocating, you must use your current address not your prospective address.

This is to notify you that I (representing the customer shown above) have decided to port the above * Direct Dialling In (DDI) or *VPN/Centrex geographic number(s) from you to the GCP (also shown above). The GCP is authorised to act on my behalf in this matter.

I recognize that it is my responsibility to arrange cessation of, or changes to, any other services currently provided by you if required.

You have my authority to disclose to the GCP such information regarding the *Direct Dialling In (DDI) or *VPN/Centrex site(s) and numbers quoted, together with any other numbers as are necessary to allow this port to proceed.

To (Carrier or Service Provider):	From (Carrier or Service Provider):
Name:	Name: Colt Telecommunications
Registered Address:	Registered Address: BEAUFORT HOUSE 15 ST BOTOLPH STREET LONDON, ENGLAND EC3A 7QN

Company Name:

Company's Registered Address:

Company's Registered Number (if applicable):

Requester's Name:

Requester's Job Title:

Requester's Phone Number:

Requester's Email Address:

Site Address (You need to provide us exact **emergency address** associated with these numbers):

Main Billing Number:

Telephone Numbers to be transferred (all numbers must be in a **continuous** number range and in service):

Note: If the numbers are not in continuous blocks, your port order might be rejected or delayed.

You can check with your current carrier to find out whether your numbers can be easily ported or not.

On behalf of the company named above, 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. By signing here and entering my name below, I am stating that I have the authority to transfer this service and phone numbers to Skype for Business; that this constitutes a valid signature; and that I am agreeing to the terms laid out within this letter of authorization.

By signing below, I further state that to the best of my knowledge, we do not have any account issues, such as a freeze for non-payment, that would prohibit my current service provider from porting these numbers to Skype for Business.

Authorizing Signature:

Signatory Name:

Date: