

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.

IMPORTANT

If you are porting a toll-free number, you will need to set up/enable [Office 365 communication credits](#)

BEFORE using a toll free number as toll free calls are charged per minute.

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

Customer Name: _____

Customer Domain: _____

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: _____