

To: (Current carrier or service provider)	From: Colt Telecommunications
Registered address:	Registered address: BEAUFORT HOUSE 15 ST BOTOLPH STREET LONDON, ENGLAND EC3A 7QN

Customer details

Company name: (as shown on the most recent telecommunications bill from the current communications provider)	
Company's registered address:	
Company's registered number: (not applicable in the case of a sole trader)	

Requester's details

Name:	
Job title:	
Contact details: (please include a contact telephone number or other relevant details)	

Site address: (use separate document for multiple different sites)		Main billing number:	
		Telephone numbers to be ported: (must be in service)	

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 Gaining Communications Provider (also shown above). The GCP is authorised to act on my behalf in this matter.

I recognise 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 Gaining Communications Provider such information regarding the *Direct Dialling In (DDI) or *VPN/Centrex site(s) and numbers quoted, address details/postcode, together with any other numbers as are necessary to allow this port to proceed.

Authorizing signature:

Date: ____ / ____ / ____

Signatory name: _____