

RingCentral Office@Hand from AT&T

Dear Customer:

Thank you for choosing Bandwidth.com as your service provider. As you are aware, you may continue to use your existing telephone number with Bandwidth.com VoIP service. In order to transition your current telephone number to Bandwidth.com VoIP service, Bandwidth.com must work with your previous service provider to ensure that your service is uninterrupted, and where applicable, to ensure that your number is transferred.

Your prior service provider requires this letter as a proof that you have explicitly authorized and requested that your service and current telephone number be transferred to another service provider. By filling in all the information requested below, and signing and dating this letter, you provide us with the authorization to initiate the process of transferring your service and telephone number to Bandwidth.com VoIP Services. You will then be able to use your old number with your new Bandwidth.com service.

Please ensure the following information is completed accurately which will help prevent possible delays.

Company Name: _____

(Note that all TN's listed below must be associated with this Company Name)

Street Address: (Service Address) _____

City: _____ State: _____ ZIP: _____

Current Service Providers: _____

Telephone Number Begin		Telephone Number End		Provide BTN (Billing Telephone Number) for all ported numbers REQUIRED		Customer Requested Port Date

PLEASE REMOVE ANY FEATURES (i.e. Hunt Group) ASSOCIATED WITH THESE NUMBERS PRIOR TO SUBMITTING THIS LOA. ADDITIONALLY, PLEASE DO NOT PLACE ANY NEW SERVICE ORDERS WITH YOUR CURRENT SERVICE PROVIDER ON THIS ACCOUNT, AS THIS WILL CAUSE A DELAY IN PORTING YOUR NUMBERS.

By signing below I designate Bandwidth.com or its designated agent to transfer my service from my current provider to Bandwidth.com. By signing below I also authorize Bandwidth.com or its designated agent to transfer my current telephone number used to provide service so that Bandwidth.com may provide its service to me. By signing below, I also authorize Bandwidth.com or its designated agent to obtain billing information, customer service records and other network information required to provide me with Bandwidth.com service. I understand that I may consult with Bandwidth.com as to whether a fee will apply to the change.

Print Name: _____ Date: _____

Signature: _____

A Bill copy is REQUIRED to authorize ownership of number(s). Please include a summary copy containing company name and the numbers owned. See your Sales Representative for further information.

