

Letter of Agency Document – LOA Form For Porting Phone Numbers
AKA Letter of Authorization / Local Number Portability Form

Dear IPFONE Customer or Future Customer,

Thank you for choosing IPFONE as your Service Provider. As you are aware, you may continue to use your existing telephone number(s) with IPFONE. In order to transition your current telephone number(s) to IPFONE, IPFONE must work with your previous service provider(s) to ensure that your service is uninterrupted, and where applicable, to ensure your number(s) transfer.

Your current service provider requires this LOA Form as proof that you have explicitly authorized and requested that the listed phone numbers on this form be transferred to another service provider. By filling in all the information requested below and signing this letter, you provide IPFONE with the authorization to initiate the porting process of transferring the listed phone number(s) to IPFONE. You will then be able to use the ported numbers with IPFONE service.

Please ensure the following information is completed and accurate to prevent possible delays.

Company Name as it appears on Invoice: _____

Authorized Person Full Name: _____ (one name only)

Service Address: _____ (please specify Suite/Unit/Apt/Room)
Suite: _____

City: _____ **State:** _____ **Zip Code:** _____

Current Provider: _____ **Account Number:** _____

Main Account Telephone Number: _____ **Business Account or Residential Account:** _____
(AKA: Main BTN or Main Business Telephone Number) – May not be the advertised main number for company.

Please list all the telephone numbers you need to port on this order below:

Are the numbers listed above all of the numbers on the account? Yes No

If Yes, disregard below request.

If No, and the BTN is listed as a porting number, then we need a new BTN to assign from the numbers that are remaining on the account. Please specify one remaining number on the account: _____

Please make sure all numbers listed are not blocked from porting or frozen with the current service provider. Do not make any changes to your current account, add or remove services, or cancel services until porting completes. Any numbers left off of this form that need to be ported must be submitted on a separate order, or this order would need to be cancelled and resubmitted as a whole. Porting after confirmation normally takes 5 Business Days. Any rejections on the porting requires a resubmission which would need to be confirmed.

Authorized Person Signature: _____ **Date:** _____