



ITP LETTER OF AGENCY FORM FOR BUSINESS ACCOUNTS

Fax When Completed to (212) 413-7051

ITP Business Account #: _____ Date: _____

Business Name: _____

Customer Name: _____

Name on Phone Bill: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Contact Email: _____

Fax No. _____ Cell No. _____

Daytime Phone: _____ Evening Phone: _____

Please Enter All Phone Number(s) On Your Current Bill (If you are porting a toll free number, that request must be on the Porting Form for Toll Free #'s):

Table with 4 columns: Phone Number, Current Carrier, Service Address, Is this Number to be Ported? (YES / NO)

Table with 3 columns: Question, YES, NO. Questions include: Are the numbers currently active with your provider?, Are there any additional numbers on your account..., Would you like the numbers to be listed in the White Pages?, Would you like the numbers to be listed in the Yellow Pages?, Are you porting a toll free number?

Porting Process:

When ITP receives this form and a copy of your most recent phone bill, we will begin to port your number. This process can take up to 60 days. Without a copy of your phone bill for ALL of the numbers you are porting, we cannot process the port.

What name would you like to appear on Caller ID? (Up to 15 characters)

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By signing this LOA form I agree to and understand the following:

1. ITP **DOES NOT** guarantee to be able to port my number(s).
2. E911 may not be currently available through my VoIP service provider.
3. I am transferring my current phone number to ITP and it will no longer be active with my current provider depending on the plan I have with my current provider.
4. If I disconnect my phone service with my current provider before my number is ported then it will not be portable to ITP.
5. By submitting this form, I authorize ITP to transfer my telephone service and telephone number from my current provider to ITP.
6. The process of porting my number(s) can take up to 60 days and I am responsible for notifying ITP of the port if I cancel my ITP phone service at any time before my number is ported.
7. If I am not porting all of the numbers on my phone bill then I must notify my phone company of whether or not they should be disconnected.
8. If porting a Canadian number, a non-refundable US\$50 charge for each number will be applied upon completion.
9. If I do not receive an email within 48 hours confirming the receipt of this LOA form then it is my responsibility to resubmit it.

Customer Name (Print) Customer Signature Date

A copy of your Current Phone Bill (no older than 60 days) **MUST** be included in order to Process your Request. If it is not, we cannot process your port! Please fax these forms and the copy of your phone bill to 212-413-7051 or email them to porting@itp4you.com