



The undersigned Toll-Free number holder does hereby appoint Level 3 as the Responsible Organization for toll-free numbers.

Please fax when completed to (212)413-7051

Office use only

Date: \_\_\_\_\_

ITP Acct #: \_\_\_\_\_

TOLL FREE NUMBER(S)	What Phone # should it Point to?
1. ( ) -	( ) -
2. ( ) -	( ) -
3. ( ) -	( ) -

NEW RESP ORG	KSW01	CURRENT RESP ORG _____
New Resp Org Telephone #	(888)487-1110	
New Resp Org Fax #	(212)413-7051	Do Not Write in This Box. For Internal Use Only

**Customer Information**

Customer Name: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Name on Phone Bill: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone (other than the toll free #): \_\_\_\_\_

Fax Number: \_\_\_\_\_ Cell #: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**By Signing This Form I Agree to and Understand the Following:**

1. ITP cannot guarantee to be able to port my number.
2. I am transferring my toll free number to ITP and it will no longer be active with my current provider.
3. By submitting this form, I authorize ITP to transfer my toll free service and number from my current provider.
4. The process of porting my number takes 5 days (but can take up to 60 days).
5. If I disconnect my phone service with my current provider before my number is ported then it will not be portable to ITP. DO NOT CANCEL YOUR CURRENT PHONE SERVICE UNTIL ITP INFORMS YOU THAT YOUR PORT HAS COMPLETED.
6. I understand that if I cancel my ITP account before my number is ported, I must notify the porting department of the cancellation.
7. If I send an e-mail and I do not receive an email within 72 hours confirming the receipt of this LOA form then it is my responsibility to contact Customer Support.
8. If I fax this form then it is my responsibility to confirm that the fax was received by contacting Customer Support.
9. Level 3 is the Resp Org for: SwitchSpace and ITP.

Customer Name (print)	Customer Signature	Date
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**Please Note: You MUST include a Copy of Your Most Recent Bill (dated 30 days or less) or This Cannot be Processed!**  
**When completed, please fax to (212)413-7051 or email to porting@itpvoip.com**