

To ensure that your number port goes smoothly, please follow the steps below.

Please note that even the slightest error or omission on these forms can be used by your current carrier to delay or reject your number port request.

Locate a copy of a recent phone bill for each carrier you wish to port numbers from. The first page of this document is most important as it typically identifies the account/billing telephone number (BTN) and the service address on file with your current carrier. Also include all pages from the bill showing the phone numbers you wish to port.

Fill the form below and the letter of authorization (LOA) document for each carrier that you wish to port numbers from. You will need to print and sign this document. The document must be signed by a person who is authorized on the CSR (customer service record) with your current service provider.

All fields shaded are required.

Please provide the following information from your current bill:

Current Service Provider

Customer Billing Name

Customer Billing Telephone Number (BTN)

Customer Email

Customer Billing Address

Address (Cont)

City

State ZIP Code

If your service address (where the service is being delivered to) is not the same as your billing address above, please provide your service address:

Service Address

Address (Cont)

City

State ZIP Code



I hereby select Globalgig to be my local exchange provider and to act as our Agent in dealings with our current local exchange telephone company. Globalgig may place orders for new services, make changes to existing services and request and receive the results of busy/traffic studies. This authorization covers the following location and lead billing telephone numbers and shall remain in effect until further written notice is provided. I understand that I can have only one local service provider for any one telephone number.

By signing below, I am authorizing Globalgig to become my telephone service provider in place of
Current Service Provider
for the provision of local telephone services. I authorize Globalgig to act as my agent to make this change happen and direct
Current Service Provider to work with Globalgig to effect the change.

I understand that if I wish to return to my current legal telephone company, I may be required to pay reconnection charge to the company. I also understand that my new local telephone company may have different rates and charges than my current telephone company, and that by signing below I indicate that I understand those differences (if any) and am willing to be billed accordingly.

I authorize Globalgig to provide local service to my telephone number(s) listed below, and no others.

Please enter the phone numbers you'd like to port

Numbers to Port
Separate numbers by a
carriage return or a comma

Please check here if there are additional telephone numbers that are to port and attach on a separate page.

I certify that I have read and understand the Letter of Authorization. I further certify that I am at least eighteen years of age, and that I am authorized to change telephone companies for services to the telephone number(s) listed above.

Please print and return the signed document with a copy of your bill to your Globalgig account representative.

Authorized Customer Signature

Title

Printed Name

Date