



Letter of Authorization for Local Number Porting Request

Customer Information

MUST BE EXACTLY AS IT APPEARS ON YOUR BILL FROM PREVIOUS PHONE SERVICE PROVIDER

Telephone Number(s) to be Ported Specify if there are any secondary lines		
Previous Phone Service Provider Also specify your long distance provider <u>if different</u> from your local provider		Long Distance Provider (if applicable)
Customer Billing Name Billing name must be authorized user on the account of previous provider		
Account Number From previous provider		
Full Installation Address Physical location of the phone; cannot be a PO Box		
Mailing Address If different from Installation Address		
Alternate Contact Information Assigned temporary number, cell, or primary email		

IMPORTANT: Please send a copy of your bill from your previous phone service provider showing Account Number, Billing Name and Installation Address with this completed form to help minimize any delay in processing your request

Customer Authorization

YOU MUST MAINTAIN SERVICE WITH YOUR PREVIOUS PROVIDER UNTIL THE PORT PROCESS IS COMPLETE

By submitting this form, I, the undersigned, authorize SignalWire, Inc. (SignalWire) to act on my behalf to make the necessary changes to my current business phone service to port the phone number(s) listed above, including porting/disconnecting these phone number(s). I have been advised by SignalWire that although all effort is made to coordinate a prompt conversion, local number porting may result in a minor disruption in my local and/or long distance services. I have the authority to change the phone service provider of the number(s) to be ported and I am also an authorized user on the associated SignalWire account.

SignalWire Space Name:	SignalWire Project ID:
Authorized Signature: Owner of account from previous phone provider	Date:

NOTE: You must activate your SignalWire service and submit the completed form before the port request can be initiated. It can take up to 15 business days from the date SignalWire receives your completed Number Port Request form to process the request. During this period, **you must maintain your phone service with your previous provider**. If service does not remain active with your previous phone service provider until the port request is completed, your request could be cancelled or denied by your previous phone service provider.