



## The Standard Letter of Agency Document

A Letter of Agency (LOA) must be completed by the Customer and supplied to Velocity Communications prior to commencement of Service. The LOA must contain the name and current service address of the Customer and the numbers that will be ported to Velocity Communications by the Customer's current service provider. The LOA used must comply with FCC regulations and must be dated and signed by the Customer or a person who has the authority to act as a legal agent.

Dear Customer,

Thank you for choosing Velocity Communications, as your communications provider. As you are aware, you may continue to use your existing telephone number with Velocity Communications. In order to transition your current telephone number to the Velocity Communications network, Velocity Communications must work with your previous service provider to ensure that your service is uninterrupted, and where applicable, to ensure that your number is transferred.

Your current provider requires this letter as proof that you have explicitly authorized and requested that your service and current telephone number be transferred to another provider. By filling in all the information requested below and signing and dating this letter, you provide us with the authorization to initiate the process of transferring your service and telephone number to Velocity Communications. You will then be able to use your existing number with the Velocity Communications network.

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

Customer Name (Business or Residential): \_\_\_\_\_

Person authorized to make this request if a business: \_\_\_\_\_

Service Street Address: \_\_\_\_\_ Suite or Apartment No: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Current Service Provider: \_\_\_\_\_

*\*Note that all Telephone Numbers listed below must be associated with this Name.*

<u>Beginning Range TN</u>	<u>End Range TN</u>	<u>Billing (main acct) TN for porting TNs</u>
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____
6 _____	_____	_____

PLEASE DO NOT PLACE ANY NEW SERVICE ORDERS OR DISCONNECTS WITH YOUR CURRENT SERVICE PROVIDER ON THIS ACCOUNT, AS THIS WILL CAUSE A DELAY IN PORTING YOUR NUMBERS.

If you wish to select Velocity Communications as your new service provider for the telephone number listed on this form, you must sign your initials on the THREE (3) lines below, as applicable:

I select \_\_\_\_\_ (initials) Velocity Communications as the network carrier for all **local calls** for this number.

I select \_\_\_\_\_ (initials) Velocity Communications as the network carrier for all **intrastate toll calls** for this number.

I select \_\_\_\_\_ (initials) Velocity Communications as the network carrier for all **interstate toll and international calls** for this number.

If you want to receive service on the Velocity Communications network, you must select Velocity Communications in ALL THREE (3) spaces above. You may not have more than one carrier for each TYPE of service above.

By signing below, I designate Velocity Communications to transfer my service from my current provider to Velocity Communications. By signing below, I also authorize Velocity Communications to transfer my current telephone number to Velocity Communications and Velocity Communications is authorized to use that telephone number to provide Service on its network. By signing below, I also authorize Velocity Communications to obtain billing information, customer service records, and other information required to provide me with service on the Velocity Communications network. I understand that I may consult with Velocity Communications as to whether a fee will apply to the change.

Printed Customer Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_