**RingCentral LETTER of AGENCY 800 SERVICE**

Dear Customer,

Thank you for selecting RingCentral, Inc., RB199 (“RingCentral”) as your service provider. As you are aware, you may continue to use your existing 800- telephone number(s) with RingCentral 800 service. To transition your current 800 telephone number(s) to RingCentral

800- service, RingCentral must work with your previous service provider to ensure that your service is uninterrupted, and where applicable, to ensure that your 800-number(s) are transferred.

Your prior service provider requires this letter as proof that you have explicitly authorized and requested that your current 800-telephone number(s) be transferred to another service provider. By filling in all the information requested below, signing, and dating this letter, you provide us with the authorization to initiate the process of transferring your 800-telephone number(s) to RingCentral. You will then be able to use your 800-telephone number(s) within the RingCentral network.

Please ensure the following information is completed accurately, which will help prevent possible delays.

**Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Note that all TN’s listed below must be associated with this Company Name)**

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

**Street Address: (Service Address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP: \_\_\_\_\_\_\_\_\_\_\_**

**Current Service Providers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| List 800 #’s you are transferring here. (**If there are additional 800#’s that need to be listed, a second page has been added for your convenience**). | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**PLEASE REMOVE ANY FEATURES (i.e. Hunt Group) ASSOCIATED WITH THESE NUMBERS PRIOR TO SUBMITTING THIS LOA. ADDITIONALY, PLEASE DO NOT PLACE ANY NEW SERVICE ORDERS WITH YOUR CURRENT SERVICE PROVIDER ON THIS ACCOUNT, AS THIS WILL CAUSE A DELAY IN PORTING YOUR NUMBERS.**

**By signing below, I authorize/designate RingCentral to:**

1. Transfer my 800 service from my current provider to RingCentral.
2. Transfer my current 800 telephone number(s) used to provide service so that RingCentral can provide its service to me.
3. To obtain billing information, customer service records and other network information required to provide me with RingCentral service. I understand that I may consult with RingCentral as to whether a fee will apply to this change.

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature:**

* + Please, do not forget to fax or email your **copy of the** **latest billing statement** from your current carrier. This information cannot be older than 45 days.
  + To E-mail: email documents to port800@ringcentral.com. Type your RingCentral account number in the subject line.



|

Confidential

|  |  |  |  |
| --- | --- | --- | --- |
| **List Additional 800#’s here** | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |



|

Confidential