**RingCentral LETTER of AGENCY VoIP SERVICE**

Dear Customer:

Thank you for selecting RingCentral as your service provider. As you are aware, you may continue to use your existing telephone number(s) with RingCentral VoIP service. To transition your current telephone number to RingCentral VoIP service, RingCentral must work with your previous service provider to ensure that your service is uninterrupted, and where applicable, to ensure that your number(s) are transferred.

Your prior service provider requires this letter as proof that you have explicitly authorized and requested that your service and current 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 service and telephone numbers to **RingCentral** for VoIP Service. You will then be able to use your old number(s) with your new RingCentral service.

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Telephone Number Begin**  |   | **Telephone Number End**  |   | **Provide BTN (Billing** **Telephone Number) for all ported numbers** **REQUIRED**  |   | **Customer** **Requested** **Port Date**  |
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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 and its supporting network providers to:

1. Transfer my service from my current provider to one, or all, of RingCentral’s supporting network providers.
2. Transfer my current telephone number(s) used to provide service so that RingCentral and its supporting network providers 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A Bill copy is REQUIRED to authorize ownership of number(s). Please include a summary copy containing company name and the numbers owned. See your Sales Representative for further information.





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**List additional Numbers Here**

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| **Telephone Number Begin**  |   | **Telephone Number End**  |   | **Provide BTN (Billing Telephone** **Number) for all ported numbers** **REQUIRED**  |   | **Customer** **Requested Port** **Date**  |
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