



Letter of Authorization for Business & Residential VoIP Service Agreement

Instructions for completing Letter of Authorization for porting of telephone numbers

Accuracy ensures a smooth process in porting numbers and can be very helpful in avoiding rejections. Carriers require that all information be a perfect match with existing accounts from which you are requesting the port(s). Rejections start the process over again with the current carrier. Please ensure accuracy on this LOA so that we can port your numbers efficiently for you.

- Ensure that all required information is provided on LOA
- Print or type all information neatly
- Please submit this LOA via email. The preferred format is PDF
- Billing Address and Service Address must be that of the end user
- Specify whether T.38 is required for each number being ported
- If the number(s) you are porting are wireless, please specify in the Porting Notes at the bottom of the form.
- Any special considerations should be outlined in the porting notes section (i.e. wireless numbers, replacement BTN, etc.)
- Billing Telephone Number must be entered. Please remember that you cannot port the BTN unless the order is the final port out. If you are porting the BTN and this is a partial port, please specify the replacement BTN in the porting notes. If you have not supplied us with a replacement BTN, some numbers may lose service when the port occurs. (The BTN is usually found on the bill. If the BTN does not appear on the bill, contact the current carrier to obtain it or request a Customer Service Record (CSR). This number is required for this port request and cannot be processed without it. If a bill is not available from the current carrier, please provide the CSR in lieu of the bill.)
- Authorized name must be legible

We thank you for your continued business.



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Account Type Business Residential

LINE NUMBER PORTING (LNP)

Current Carrier from which numbers will port: _____

Is this a Full Port or Partial Port? _____

Customer and/or Company name and address, specifically as they appear on current carrier's phone bill:

First Name _____ Last Name _____

Company Name _____

End User Service Address _____

Suite _____ City _____ State _____ Zip _____

End User Billing Address _____

Suite _____ City _____ State _____ Zip _____

BTN: _____ (Billing Telephone Number)

Please remember that you cannot port the BTN unless the order is the final port out. If you are porting the BTN and this is a partial port, please specify the replacement BTN in the Porting Notes.

List all telephone numbers to be ported below:

Fax Number			

These numbers require T.38

If the number(s) you are porting are wireless, please specify in the Porting Notes at the bottom of this form.

Please submit this LOA To TTT Enterprises, LLC You may email your porting documents to our Porting Department at talk@ttt-enterprises-llc.com

PORTING NOTES: _____



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TO: All Local Exchange Companies (LECs), Long Distance Companies (IXCs), Resellers, Re-billers, and Regional Bell Operating Companies (RBOCs). In accordance with this executed agreement, I/We ("Customer") do hereby authorize TTT Enterprises, LLC and its affiliates to act as our communications agent to place service orders, change network carriers, obtain telephone account information/numbers, PIC codes, and any other customer information needed to assign agency to vendors and authorizing them to implement contracted services for local, data, IP, interstate, intrastate, intralata and/or international long distance services ("Services"). Customer agrees to the monthly usage and term commitments it may have selected on this or any other forms by and between TTT Enterprises, LLC and Customer. Customer warrants that all information contained herein or on any service order forms or attachments thereto is accurate. Customer understands that it may take (30) thirty to (60) sixty days for services to be disconnected. Therefore, in the event customer desires to cancel any service subsequent to the initial term the Customer shall provide (60) sixty days advance notice of its intent to cancel service. Customer shall be responsible for all charges incurred until the service has been disconnected. In the event of a breach of contract by Customer; Customer is liable for a termination fee equal to the average of the three (3) previous months. Customer provides authorization to perform credit checks and investigate customer's bank and other credit references, where permitted by law. I/We understand that TTT Enterprises, LLC reserves the right to terminate my/our services if I/We experience an adverse credit performance. All past due invoice amounts are subject to interest at a rate of 1.5% per month or the highest rate allowed by law. Customer agrees to pay all costs of collections, including reasonable attorney's fees incurred by TTT Enterprises, LLC in the collection of any and all breach of contract actions, bankruptcy (all forms), and past due amounts. A fee may be charged for checks returned for insufficient funds. Customer is liable for all usage on Services subscribed to including but not limited to fraudulent calls. Customer shall defend and indemnify TTT Enterprises, LLC and its affiliates from all claims related to customer's use of the Services. Written notice of any dispute must be submitted within thirty (30) days after the invoice date or such invoice shall be deemed correct and binding. Customer shall indemnify and hold harmless TTT Enterprises, LLC, its employees, and agents from any liability resulting from claim, action or suit resulting from the provision and deliver of the Services including any pre-existing contractual obligations between Customer and a third-party. I agree that I have no property rights to any telephone number assigned to me. Customer acknowledges that TTT Enterprises, LLC is not liable for any errors or interruption in the services, whether within or outside the control of TTT Enterprises, LLC or its affiliate. Under no circumstances shall the customer hold TTT Enterprises, LLC responsible for any form of damages or losses (including without limitation any direct, indirect, consequential or incidental damages or losses) suffered from, but not limited to errors, delays, loss of information, or interruption in service caused by the customer, TTT Enterprises, LLC, or a third party's negligence, fault, misconduct or failure to perform or from any fault, failure, defect or deficiency in any service, labor, material work or product furnished in connection with these Services. The customer understands that telecommunications and/or network access services may be temporarily unavailable for scheduled or unscheduled maintenance and for other reasons within and outside of the direct control of TTT Enterprises, LLC. I warrant that I have the legal authority to bind the undersigned to this agreement and that I am free of any third-party obligation preventing me from authorizing TTT Enterprises, LLC and/or its authorized agents to act as my agent.

Authorized Name and Signature:

Name (Printed): _____

Signature _____ Date _____