



ZingoTel Letter of Agency LOA

Please complete this form if you would like to transfer your phone number to ZingoTel. Please be sure to email or fax this LOA along with a copy of your current phone bill to 1-877-475-4171 or email to port@zingotel.com Please be sure that your bill copy includes: Phone Number, Customer Name, Billing Address, Current Phone Service Provider, and Account Number.

If you are porting multiple numbers, please be sure to include the summary page of your bill copy which displays each number on your process. Pleaes list the numbers that you would like to port below - be sure to include the area code for each entry. For questions about porting, please contact ZingoTel at service@zingotel.com.

Porting Authorization

I, _____ certify that I am an authorized representative of (enter company name if needed) _____ and hereby authorize ZingoTel, Inc, the authority to communicate with my current telephone service provider(s) as well as complete any and all paperwork on my behalf in order to port my phone number(s) away from my current telephone service providers(s) to ZingoTel. I understand that either my electronic or written signature of this request may be accepted. I agree to send ZingoTel a curent telephone bill copy as described at the top of this form. I further understand that my current telephone service providers(s) may assign a charge for porting. I further understand that my current telephone service provider may assign a charge for changing service providers and that I will be responsible for any such charge(s). I understand that I will be informed if my number is not portable to the ZingoTel VOIP network. I understand that the standard porting time is fourteen (14) to sixty (60) days, and that porting of my number is dependent upon release of my number(s) from my current carrier.

	Phone Number(s)	Port Date Requested		Phone Number(s)	Port Date Requested
1			3		
2			4		

Specify how the ported numbers will replace the current ZingoTel numbers	ZingoTel Account ID

IMPORTANT: Do not cancel service with your current phone service provider until you receive notice that your number has been successfully ported and is active on ZingoTel. To do so will cause you to lose your phone number(s). You must have an IP phone adapter online prior to your port date.

DO NOT SUBMIT A PORT REQUEST UNLESS YOU ARE 1000% CERTAIN YOU WISH TO PORT YOUR NUMBER(S). YOU MAY SPECIFY THE DATE THAT YOU WISH THE PORT TO OCCUR. THERE WILL BE A CANCELLATION FEE(S) (\$25.00 ea.) FOR CANCELLING THE PORT OF YOUR PHONE NUMBER(S) TO ZingoTel.

Local Exchange Customer Information

Customer Name:					
Company Name:					
Service Address:					
Billing Address:					
Phone Number:		Email Address:			
Signature:		Title:		Date:	