

NEXOGY PHONE NUMBER TRANSFER FORM

To have your main number or any other existing numbers transferred to nexogy® please fill and sign the following form.

IMPORTANT: Please read entirely

The phone number transfer is a complex process that can take several days. Usually the processing time is between 6 to 10 business days if customer supplies all the documentation of their current phone provider and the account is in good standing. The current provider holds complete discretion in releasing the existing numbers

The following documentation will improve the speed in which your number is transferred. We strongly encourage you to provide this documentation as it will streamline the transition process.

1. Fill out the entire LOA (Letter of Authorization) form, sign it and fax it back to us to (786) 245-2650 as soon as possible. This letter should have the same company name as it is in the existing number with current carrier bill copy.
2. Fax us a copy of the CSR (Customer Service Record). The CSR is a document that shows the customer's account, all numbers associated with it and the features on those lines. Your current carrier can provide you this document.
3. Provide the name of your current phone carrier: Bellsouth, ATT, Supra Telecom, etc.

Note that if you currently have a ADSL service running over your fax line or any other line this number shall not be transferred as you will need a broadband Internet connection to install and run our service. In this case you will keep your this line with your existing provider, which can normally is used as a fax line.

We will schedule and notify you when the transfer of your existing number is ready. Please note you are responsible for payments and requests to your existing carrier. Always check the following:

- If you are transferring a phone number from an existing line which at the same time has ADSL services with a different carrier, please be aware you may lose your existing ADSL service which is needed for your data and new IP telephony service. This is not recommended as Nexogy's service requires a broadband Internet connection.
- If you're getting your new ADSL service from Nexogy the overall quality of your IP telephony service will improve. If you are switching from another ADSL provider you may lose your existing e-mail addresses and any other services with the previous carrier (this applies to e-mails with @bellsouth.net, @att.net or any other e-mail with your provider's domain). You will have to make the necessary arrangements if you want to keep them.
- At all times you're responsible for canceling any services with your previous carrier when these are transferred to Nexogy so you would not be billed anymore. We won't cancel the services for you as we don't have the authority to do so.

LETTER OF AUTHORIZATION

I am the Customer of Record or the Authorized Representative responsible for payment for each of the telephone numbers listed herein. I appoint **nexogy** to act as my agent for the purpose of collecting account information (including service records and equipment listings) and implementing the change(s) authorized on this document. I understand that I may only select one local exchange carrier and one primary interexchange carrier for any one telephone number for the services selected below. Further, I understand that my current local exchange provider may charge a per-line fee for changing long distance carriers. Other charges for switching local exchange carriers may apply.

When accompanied by a signed service agreement, I authorize **nexogy** to act as my agent for the purposes of coordinating, ordering, and/or converting of the specific telecommunications service(s) that my existing telecommunications carrier(s) provide to me. I hereby authorize the change of my telecommunications carrier(s) from that/those which I am currently using to **nexogy** for each of the service types that I have designated below and in my service agreement. This includes without limitation the removal, addition, rearrangement or conversion of those telecommunications services to **nexogy**.

THIS AGREEMENT WILL REMAIN IN EFFECT UNTIL REVOKED IN WRITING BY THE CUSTOMER.

LIST ALL APPLICABLE BILLING TELEPHONE NUMBERS ("BTN's")

I hereby select **nexogy** as my primary provider of Local Service Only for the following BTN's:

	BTN (Billed Telephone Number)	Used as Phone	Used as Fax	DSL on Line	
				Yes	No
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					



Empower your communications

Current >>> Local Exchange Service Provider

Customer Account Information

Company Name		Federal Tax ID Number	
Customer Name		Customer Signature	
		Date:	
Customer's Billing Address			State
City	Zip Code	Telephone Number	Fax Number

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