



(Double click into form and enter information. Print formatting is preset)
Enter numbers to port on the SIP Trunk Config Form in the Ported Numbers section.

Letter of Agency to Change Telephone Service Provider

The undersigned, an authorized representative of the below named Customer, hereby appoints to ESI Hosted Services, LLC and its Affiliates as its agent to port the numbers listed below on Customer's behalf. USE FOR ALL NUMBER PORTING.

Customer Name (As it appears on the LEC invoice):	
Service Address:	
City, State and Zip Code:	
Billing Telephone Number:	
Authorized Person (Please Print):	
Account Number:	
Current Carrier:	
Full or Partial Port*:	
New BTN (if partial port, assign a # from old service as new BTN):	
CUSTOMER REQUESTED DATE:	

** Customer acknowledges that above telephone numbers are NOT associated with shared line DSL service provided by an Internet Service Provider. If shared line DSL service is associated to one of the above numbers, the DSL service is at risk of disconnection.

Signature: _____ **Date:** _____

- ✓ Please attach a copy of the LEC Bill (current phone bill) and/or CSR.
- ✓ Bill copy/CSR must be dated within thirty (30) days of port request.
- ✓ If this is a partial port and we are porting the BTN, please provide a new LEC BTN.
- ✓ Canceling or changing a port request less than 48 hours prior to the scheduled date will incur a charge of \$200 per number.
- ✓ For partial ports, please contact your Sales Representative.