



Letter of Agency to Port your Phone Number

The Letter of Agency Document

A Letter of Agency (LOA) must be completed by the end-user and supplied to **Coast Communications Co.** upon request. The LOA must contain the name and current service address of the end-user and the numbers that will be ported to **Coast Communications Co.** The LOA used must comply with FCC regulations and **must be dated and signed** by the end-user or a person who has the authority to act as a legal agent.

Dear Customer,

Thank you for choosing **Coast Communications Co.**, as your network carrier. As you are aware, you may continue to use your existing telephone number with **Coast Communications Co.** In order to transition your current telephone number to the **Coast Communications Co.** network, **Coast Communications Co.** must work with your previous Service Provider to ensure that your service is uninterrupted, and where applicable, to ensure that your number is transferred.

Your prior Service Provider requires this letter as proof that you have explicitly authorized and requested that your service and current telephone number be transferred to another Service Provider. By filling in all the information requested below and signing and dating this letter, you provide us with the authorization to initiate the process of transferring your service and telephone number to **Coast Communications Co.** You will then be able to use your old number with the **Coast Communications Co.** network.

Please ensure the following information is completed accurately to prevent possible delays.

End-User Name (Business or Residential)*: _____

Person authorized to make this request, if a business: _____

Service Street Address: _____ Suite or Apartment No: _____

City: _____ State: _____ ZIP Code: _____

Current Service Provider: _____

*Note that all Telephone Numbers listed below must be associated with the name above.

<u>Telephone Number to Port</u>	<u>Current Provider</u>	<u>Current Provider Account Number</u>
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____

PLEASE REMOVE ANY FEATURES (i.e., Hunt Group, DSL, etc.) ASSOCIATED WITH THESE NUMBERS PRIOR TO SUBMITTING THIS LOA. ADDITIONALLY, PLEASE DO NOT PLACE ANY NEW SERVICE ORDERS OR DISCONNECTS WITH YOUR CURRENT SERVICE PROVIDER. ON THIS ACCOUNT, AS THIS WILL CAUSE A DELAY IN PORTING YOUR NUMBERS.

If you wish to select **Coast Communications Co.** as your new Service Provider for the telephone number listed on this form, you will need to sign your initials on all **THREE (3) lines** below, as applicable:

- I select _____ (initials) **Coast Communications Co.** as the network carrier for all **local calls** for this number.
- I select _____ (initials) **Coast Communications Co.** as the network carrier for all **intrastate toll calls** for this number.
- I select _____ (initials) **Coast Communications Co.** as the network carrier for all **interstate toll and international calls** for this number.

If you want to receive service on the **Coast Communications Co.** network, you will need to select **Coast Communications Co.** in **ALL THREE (3) spaces above.** You may not have more than one carrier for each TYPE of service above.

By signing below, I designate **Coast Communications Co.** to:

1. Transfer my service from my current provider to **Coast Communications Co.**
2. Transfer my current telephone number used to provide service so that **Coast Communications Co.** may provide its network service to me.
3. To obtain billing information, customer service records, and other information required to provide me with service on the **Coast Communications Co.** network.
4. I understand there may be additional fees as a result of porting my phone number into Coast Communications Co. network.

Printed End-User Name: _____ **Date:** _____

Signature: _____