



LOCAL NUMBER PORTABILITY LOA

A Letter of Agency (LOA) must be completed by the end-user and supplied to DIAMOND VOICE upon request. The LOA must contain the name and current service address of the end-user and the numbers that will be ported to DIAMOND VOICE from the end-user's current carrier. 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 Diamond Voice as your service provider. As you are aware, you may continue to use your existing telephone number with Diamond Voice. In order to transition your current telephone number to Diamond Voice, Diamond Voice 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 Diamond Voice. You will then be able to use your old number with Diamond Voice.

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

End-User Name: _____

Person authorized to make this request: _____

Service Street Address: _____

City: _____ State: _____ ZIP Code: _____

Current Service Provider: _____

Use Information above for Directory Listing No Directory Listing

Directory Listing

Company Name: _____

*Note that all Telephone Numbers listed below must be associated with this Name.

Billing (main acct) TN (if exists) for porting TNs _____

Table with 3 columns: Telephone number to port, Telephone number to port, Telephone number to port. Rows 1-3.

Use additional page for more numbers

PLEASE REMOVE ANY FEATURES (i.e., Hunt Group) 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.

CUSTOMERS PORTING FAX NUMBERS ONTO THE SERVICE PLEASE BE ADVISED OF THE FOLLOWING: DIAMOND VOICE WILL SUPPORT MODERATE FAXING HOWEVER FAXING OVER THE CIRCUIT IN A MISSION CRITICAL OR HIGH VOLUME FAX ENVIRONMENT IS NOT RECOMMENDED.

___ Full Port

___ Partial Port (Please specify the leave behind billing telephone number for a partial port: _____)

By signing below, I designate DIAMOND VOICE to transfer my service from my current provider to DIAMOND VOICE. By signing below, I also authorize DIAMOND VOICE to transfer my current telephone number used to provide service so that DIAMOND VOICE may provide network service to me. By signing below, I also authorize DIAMOND VOICE to obtain billing information, customer service records, and other information required to provide service with DIAMOND VOICE. I understand that I may consult with DIAMOND VOICE as to whether a fee will apply to the change.

Printed End-User Name: _____ Date: _____

Signature: _____