



Printed: _____

The Standard Letter of Agency Document

A Letter of Agency (LOA) must be completed by the end-user and supplied to Hi-Tech Data, LLC upon request. The LOA must contain the name and current service address of the end-user and the numbers that will be ported to Hi-Tech Data, LLC 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 Hi-Tech Data, LLC, as your network carrier. As you are aware, you may continue to use your existing telephone number with Hi-Tech Data, LLC. In order to transition your current telephone number to the Hi-Tech Data, LLC network, Hi-Tech Data, LLC 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 Hi-Tech Data, LLC requires this letter as proof that you have explicitly authorized and requested that your service and current telephone number be transferred to another Hi-Tech Data, LLC. 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 Hi-Tech Data, LLC. You will then be able to use your old number with the Hi-Tech Data, LLC 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 this Name.*

Beginning Range TN for porting TNs

End Range TN

Billing (main acct) TN

- 1
- 2
- 3
- 4
- 5
- 6

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 Hi-Tech Data, LLC as your new service provider for the telephone number listed on this form, you will need to sign your initials on the THREE (3) lines below, as applicable:

I select _____ (initials) Hi-Tech Data, LLC as the network carrier for all **local calls** for this number.

I select _____ (initials) Hi-Tech Data, LLC as the network carrier for all **intrastate toll calls** for this number.

I select _____ (initials) Hi-Tech Data, LLC as the network carrier for all **interstate toll and international calls** for this number.



If you want to receive service on the Hi-Tech Data, LLC network, you will need to select Hi-Tech Data, LLC 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 Hi-Tech Data, LLC to transfer my service from my current provider to Hi-Tech Data, LLC. By signing below, I also authorize Hi-Tech Data, LLC to transfer my current telephone number used to provide service so that Hi-Tech Data, LLC may provide its network service to me. By signing below, I also authorize Hi-Tech Data, LLC to obtain billing information, customer service records, and other information required to provide me with service on the Hi-Tech Data, LLC network. I understand that I may consult with Hi-Tech Data, LLC as to whether a fee will apply to the change.

Printed End-User Name: _____

Date: _____

Signature: _____