

LETTER OF AGENCY (LOA)
& Customer Service Records (CSR) Request

My signature below certifies that I am the customer of record or the authorized representative for payment for each of the telephone numbers listed below.

For each of the telephone numbers listed herein and on Attachment A, I appoint ZETTALYNC,LLC (hereinafter "ZETTALYNC") to act as my Agent for the purpose of collecting my account information with my current local telephone carrier or provider (hereinafter "Provider").

By selecting ZETTALYNC to act as my Agent to research my current services with my current Provider of local telephone service, **I am authorizing** the change of my local telephone Provider from that/those which I am currently using to ZETTALYNC. This authorization will expire only written notification only.

Billing Telephone Number (BTN):	
Losing Carrier:	
Losing Carrier Account Number:	

LOA Instructions:

1. Only one (1) BTN may be associated with each LOA. If you have additional BTN's, you must submit an LOA for each BTN. Please contact your ZETTALYNC representative if you need assistance identifying each BTN.
2. Please provide a copy of the most recent losing carrier invoice for the BTN listed above (Must include ALL pages). **The information on this LOA MUST match the attached losing carrier invoice.**
3. Use Attachment A for listing all telephone numbers associated with this BTN.

Please Type:

This information MUST match your current invoice and account information.

Customer (Company) Name:
Service Address:
City, State, Zip Code:
Account Contact (Local Contact):
Title:
Telephone Number: (your phone #, not BTN):

Sign and Authorize:

SIGNATURE:	Date:
-------------------	--------------

Please scan/email this signed LOA to tech@zettalync.com
(Please also email a copy to your sales rep)
See **Attachment A** for additional telephone numbers related to this BTN

LETTER OF AGENCY (LOA)
 & Customer Service Records (CSR) Request
Attachment A

Billing Telephone Number (BTN):	
--	--

Only one (1) BTN may be associated with each LOA. If you have additional BTN's, you must submit an LOA for each BTN. Please contact your ZETTALYNC representative if you need assistance with identifying the proper BTN.

Telephone Numbers TO BE PORTED	<i>Instructions:</i>
List telephone numbers here (one per line):	<p>The numbers listed in this table WILL be ported. Please clearly indicate if any numbers are associated with DSL line, Fax, or if a part of a Centrex type service.</p> <p>For example: 111-111-1111, dsl line 222-222-2222, main number 333-333-3333, fax line</p>

Telephone Numbers That WILL NOT Be Ported	<i>Instructions:</i>
List telephone numbers here (one per line):	<p>The numbers listed in this block WILL NOT be ported to SERVICE PROVIDER. They will remain with the losing carrier. Please make certain all numbers are accounted for so that your number porting is not rejected for inaccuracies.</p> <p>NOTE: If the BTN is being ported to SERVICE PROVIDER, you must identify a new BTN for the numbers that WILL NOT be ported.</p>

</End>