

The Standard Letter of Agency Document

A Letter of Agency (LOA) must be completed by the end-user and supplied to 8x8 Inc upon request. The LOA must contain the name and current service address of the end-user and the numbers that will be ported to 8x8 Inc 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 **8x8 Inc** as your telephone service provider. As you are aware, you may continue to use your existing telephone number(s) with 8x8. In order to transition your current telephone number(s) to the **8x8** service, **8x8** must work with your previous service provider(s) to ensure that your service is uninterrupted, and where applicable, to ensure that your number is transferred.

Your current service provider requires a Letter of Authorization as proof that you have explicitly authorized and requested that your service and current telephone number be transferred to another local service provider

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

(Circle) Business or Residential

Business Name: _____

Person authorized to make this request if a business: _____

Service Address: _____ Suite, Floor, etc: _____

City: _____ State: _____ Zip Code: _____

Current Service Provider: _____

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

Number(s) to Transfer

Billing Telephone Number (BTN) –

**If you are not sure what your BTN is, please call your Current Service Provider*

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**If you are porting more numbers than listed, please attach an Excel spread sheet.*

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.

- The Customer selects 8x8 as the network carrier for all **local calls, interstate toll calls and interstate toll and international calls**, for the telephone number(s) listed above.
- The Customer understands that only one telecommunications carrier may be designated as the subscriber's interstate or inter LATA preferred inter-exchange carrier for any one telephone number.
- The Customer may consult with the carrier as to whether a fee will apply to the change in the Customer's preferred carrier.

This Limited Agency Authorization shall become effective from the date written above and shall remain in full force and in effect for ninety (90) days or until terminated by Customer or Agent upon thirty (30) days prior to written notice. This letter does not stop the customers from acting on their own behalf.

By signing below, I designate 8x8 Inc to transfer my service from my current provider to 8x8 Inc. By signing below, I also authorize 8x8 Inc to transfer my current telephone number used to provide service so that 8x8 Inc may provide its network service to me. By signing below, I also authorize 8x8 Inc to obtain billing information, customer service records, and other information required to provide me with service on the 8x8 Inc network. I understand that I may consult with 8x8 Inc as to whether a fee will apply to the change.

Printed End-User Name: _____ Date: _____

Signature: _____

Please sign and date, then email a properly named digital version (PDF) of this form back to us via your porting case.