

LETTER OF AUTHORIZATION

Dear Qphone Customer:

Thank you for choosing Qphone hosted PBX service!

Local Number Portability (LNP) allows you to move your current telephone number from your current telephone service provider to The Bristol Group, Ltd (Bristol). Your current provider requires this Letter of Authorization as proof that you have explicitly requested and authorized to have your telephone number transferred to another provider. By submitting this form, you authorize us to initiate the process of transferring your telephone number to Bristol. After the transfer is complete, your transferred telephone number will ring your Qphone extensions. Once this form has been faxed back to Bristol, the number porting process **CANNOT BE STOPPED**. **Please note:** Your account will be assessed a \$45 port fee per batch (single or multiple phone numbers) upon receipt of a Firm Order Confirmation date.

The process of transferring your number will take a **MINIMUM** of 30 business days to complete, during which time we may or may not be able to obtain status updates from your current provider regarding the status of the transfer. While the transfer is being scheduled, your current telephone service and your Qphone service will not be interrupted. During this time, you **MUST** maintain active paying service with both your current provider and with Bristol. Once the change has taken place, calls to your current telephone number will ring your Qphone system. Canceling your Qphone service after faxing this form and before your number port is complete **WILL** result in losing your phone number.

If you have **ANY** additional services on your existing line (other phone numbers, toll-free numbers, Centrex services, etc) we **WILL NOT** be able to port your number. You must remove any additional services on that number and wait **AT LEAST** two weeks before faxing this form to Bristol.

IMPORTANT

Please **DO NOT** submit any service change orders on your current phone number to your current provider. Doing so will delay or cancel this transfer.

ALL FIELDS ARE REQUIRED

The name entered below **MUST** appear exactly as is does on your current carriers' billing statement.

Type of Service: **Business** or **Residential** (circle one)

Business Name (if Business):

First Name (if Residential):

TellAX Username:

Last Name:

Service Address:

City, State: ,

Zip: -

*Billing Telephone Number: - -

Is the billing address same as

Yes or No (circle one) if No, fill out the billing address information below.

service address?

Billing Address:

City, State: ,

Zip: -

Phone Number to Transfer: - -

* Billing telephone number represents the active primary line associated with the billing for the customer.

By signing below, I designate The Bristol Group, Ltd. or its designated agent to transfer my service from my current provider to Bristol. By signing below, I also authorize Bristol or its designated agent to transfer my current telephone number(s) so that Bristol may provide its service. By signing below, I also authorize Bristol or its designated agent to obtain billing information, customer service records, and other network information required to provide me with Bristol's service. I understand that I may consult with Bristol as to whether a fee will apply to the change.

Name _____ Signature _____ Date _____

Please fax this Letter of Authorization to (415) 256-2590 with the first page of your current provider's bill. The bill must clearly show your name, phone number, address, account balance and the carrier's name. The bill **MUST NOT** be more than 30 days old.