



## Letter of Agency (LOA) to Port Phone Numbers

The undersigned Customer hereby appoints Qzip.net, Inc. (Qzip) to act as its authorized agent for all matters pertaining to the number(s) listed below. This agency includes without limitation, the ordering or rearrangement of service assignment of primary carrier service requests, disconnection of service and other requests as deemed necessary by Qzip to implement the local and/or toll-free services ordered under Qzip and authorizes Qzip to deliver services to the Company in accordance with the Qzip Service Agreement found at: <http://www.qzip.net/agreement.pdf>

Typically, toll-free number ports take 2-5 days to complete and local number ports may take up to 2-6 weeks. Do not disconnect the number you want ported. When you are have completed the form below, sign, scan and email to email to [porting@qzip.net](mailto:porting@qzip.net). If you are porting a local number, include a copy of your most current bill. We only need the cover page that shows name on the account, address, and the phone number listed below. Please take care to print clearly.

Inaccurate information will result in a rejected port request.

### Customer Information:

Company Name (as appears on customer's bill): \_\_\_\_\_

Account Number (with current provider): \_\_\_\_\_ PIN (if applicable): \_\_\_\_\_

Billing Phone Number: \_\_\_\_\_

Service Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

### Authorized Contact:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Local and Toll Free Numbers to Port: \_\_\_\_\_ \*Desired Port Date: \_\_\_\_\_

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*\*Desired port date is optional. However, it must be at least 10 working days from today's date.*

Responsible Organization:  
Qzip.net, Inc. (713) 681-9681  
200 N Cherry St [porting@qzip.net](mailto:porting@qzip.net)  
Tomball, TX 77375 [www.qzip.net](http://www.qzip.net)