



## Letter of Agency (LOA) to Port Phone Number(s) to VirtualPBX

The undersigned Customer hereby appoints VirtualPBX 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 VirtualPBX to implement the local and/or toll-free services ordered under VirtualPBX and authorizes VirtualPBX to deliver services to the Company in accordance with the VirtualPBX Service Agreement found at [virtualpbx.com/agreement](http://virtualpbx.com/agreement).

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 and either fax to 888.998.3535 or email to [porting@virtualpbx.com](mailto:porting@virtualpbx.com). 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): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Physical Address (if different than billing address): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Company VirtualPBX Phone #: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

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

Authorized Signature:  \_\_\_\_\_ Date: \_\_\_\_\_

### Local Number(s) to Port & Toll-Free Number(s) Responsible Organization functions to transfer:

PIN (wireless number transfers only): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Responsible Organization Name: VirtualPBX City/State/Zip: San Jose, CA 95113 Fax: 888.998.3535  
Address: 111 N. Market Street, Suite 402 Phone: 888.825.0800, Option 2 (Support) Email: [porting@virtualpbx.com](mailto:porting@virtualpbx.com)