



1076 Florida Central Parkway  
Longwood, FL 32750

# Letter of Agency

To Whom It May Concern:

\_\_\_\_\_ (Known as "the User") appoints Mconnect, Inc. (Known as "The Service Provider") and its affiliates as an agent for the purpose of ordering, changing and/or maintaining communication services including but not limited to local, long distance and private line services. The Service Provider is also authorized to obtain billing information, customer service records (CSRs), directory listing information, audit information and all customer proprietary network information related to the User. This authorization will remain in effect until rescinded in writing by the User.

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

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

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

Billing Account Number (BAN): \_\_\_\_\_

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

Local Service Provider (LSP): \_\_\_\_\_

Directory Numbers (DNs) to port:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DO NOT CANCEL YOUR EXISTING SERVICE UNTIL THE PORT HAS SUCCESSFULLY COMPLETED!**

The typical porting time frame is 2-3 weeks. In some situations this could be extended to 4-5 weeks. Your account will be charged \$15 per DN ported to Mconnect. Additional fees apply for ports that are cancelled prior to receiving a Firm Order Commitment (FOC) date. Once an FOC has been set the port cannot be cancelled.

Send this form to Mconnect Provisioning via e-mail  
provisioning@mconnectinc.com  
or via fax  
407-992-8574

sales@mconnectinc.com

www.mconnectinc.com

Phone: 877-744-VoIP (8647)  
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