



## Glandorf FI-OPTICS

By: Glandorf Telephone

153 S. Main, P.O. Box 31, Glandorf, OH 45848

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**Fiber Optics, Broadband Internet, TV and Full  
Service Telecommunication Services**

***Your Communications Link to the World***

### LETTER OF AUTHORIZATION

Thank you for choosing Glandorf Telephone Co., Inc. Glandorf Telephone Co., Inc. local number portability allows you to keep your current number while converting from your current service provider. In order to transfer your phone number, Glandorf Telephone Co., Inc. will work with your service provider to ensure that your number is transitioned.

The process of transferring your number will take approximately 7 days to complete. While the transfer is scheduled, your current telephone service will not be interrupted. During this time, you **MUST** maintain active paying service with your current provider. If you currently purchase other services from Glandorf Telephone Co., Inc. you **MUST** also maintain active paying service with Glandorf Telephone Co., Inc.

Your current service provider requires this Letter of Authorization as proof that you have explicitly authorized and requested your current telephone number be transferred to another service provider. By completing all the fields below, signing and dating this letter, you authorize Glandorf Telephone Co., Inc. to initiate the process of transferring your telephone number so Glandorf Telephone Co., Inc. may provide its service. You will then be able to use your current number with your new Glandorf Telephone Co., Inc. service.

***NOTE: Please do not cancel or place any new service orders with your current service provider as this may delay or cancel the porting of your telephone number.***

Please PRINT clearly:

Type of Service: (Business or Residential) \_\_\_\_\_

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

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

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

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

\_\_\_\_\_

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

\_\_\_\_\_

Telephone Number to Transfer: \_\_\_\_\_

Current Service Provider: \_\_\_\_\_

Current Account Number \_\_\_\_\_

Current Passcode/PIN \_\_\_\_\_

In order to transfer your number to Glandorf Telephone Co., Inc., you **MUST MARK ALL THREE** lines below: *(mark lines that are appropriate to your service)*

**I select Glandorf Telephone Co., Inc. for all local calls for this number**

**I select Glandorf Telephone Co., Inc. for all local toll calls for this number**

**I select Glandorf Telephone Co., Inc. for all long distance and international calls for this number**

**Do you want your Directory Listings to remain the same**

By signing below, I authorize Glandorf Telephone Co., Inc. or its designated agent to act on my behalf for the purpose of porting the telephone number(s) listed above from my current local exchange carrier to Glandorf Telephone Co., Inc. By signing below, I also authorize Glandorf Telephone Co., Inc. or its designated agent to transfer my current telephone number(s) so Glandorf Telephone Co., Inc. may provide its service. By signing below, I authorize Glandorf Telephone Co., Inc. or its designated agent to obtain billing information, customer service records and other network information required to provide me with Glandorf Telephone Co. Inc. service.

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

NOTE: Please attach a bill from your current provider. The bill must clearly show your name, phone number, account number, address, account balance, and the carrier's name. The bill **MUST NOT** be more than 30 days old.

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