

# Letter of Approval (LOA) to Change Telephone Service Provider



Please see Note (1) below for number of days needed to complete number portability.

Panasonic advises customers to use "call forward feature" to forward calls to your Panasonic Hosted Voice number.

Customer support - [support@panasoniccloud.com](mailto:support@panasoniccloud.com) or call 1-855-277-4800

Complete the form and submit it back to the Customer Support listed above:

- Signature must be from an individual authorized on the account of the existing service provider.
- If this is a Partial Port and we are porting the **Billing Telephone Number (BTN)**, please provide new **BTN**
- Send in a **separate** copy of the existing service provider bill.

**Note (1) - Number Portability turn around times depend on your current provider, when your order was received, as well as the date you have selected for number move, and finally accuracy of the information you provide on this form.**

**If your order is initiated with a first available date, and there are no rework/rejection on your order, our turnaround times are as follows, and exclude Canadian, Puerto Rican or Hawaiian ports:**

**21 days or less for a residential, wireless or toll• free port  
30 days or less for a business number port**

**Most ports completions are significantly quicker than the reported times listed above**

**Note (2) – In some cases, a Customer Service Record (CSR) number might be requested  
Wireless porting might need a four digit PIN.**

# Letter of Approval (LOA) to Change Telephone Service Provider



The undersigned hereby authorizes Panasonic to act on Customer's behalf to Port the numbers listed below.

<b>Customer Name:</b> (as it appears on the your existing service providers CSR (Note 2) (or invoice for toll free):
<b>Service Address:</b>
<b>City, State and Zip Code:</b>
<b>Billing Address:</b>
<b>City, State and Zip Code:</b>

<b>Current Carrier:</b>	
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**Portability Information:**

**Please list Billing Telephone Number (BTN) and all associated numbers.**

<b>Existing Main BTN:</b>	
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<b>Port <u>All</u> Numbers Associated With Billing Telephone Number (Yes or No): if Yes then skip the next question.</b>	
<b>If 'No,' and you are porting the current BTN, list which number will be the new BTN:</b>	

***\*\*Please use ranges whenever possible.***

<b>Ported Number</b>	
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<b>Ported Number</b>	

**Authorized Signature:**

**Date:**

LOA must be dated within 30 days to be valid

**Authorized Printed Name:** \_\_\_\_\_