

INSTRUCTIONS FOR PARTNERS:

(Please remove this page before sending form to customer)

Thank you for your choice in porting your customer's current toll free telephone number(s) to us. We ask that you please read and follow all instructions on this form, so we may port their current number(s) to our service.

- Ensure that an order has been created for this opportunity, and that you have received an email with the account information and the Footprints case for the opportunity. An LOA form will have been sent to you as part of the email messaging if numbers have been requested to be ported.
- Please ensure that all information provided to Intermedia (name, address and phone number) on this form EXACTLY matches the information on your customer's current local telephone bill.
- Please return the completed and signed form and a copy of the customer's MOST RECENT toll free number telephone bill via one of these methods. The bill must show their name, billing and service addresses, all toll free telephone numbers they wish to port, and the name of their current telephone provider.
 - Reply to the Footprints case email and attach the two documents to the email message
 - Email the documents to your sales support team

If faxing or emailing, please note the FootPrints case associated with this request in the communications