



Instructions for completing the number porting request:

Porting is the process of moving your telephone number(s) from telephone carrier to another. This allows you to keep your telephone number(s) when changing telephone companies.

It may not be necessary to port all of your numbers listed on your telephone bill. You only need to port numbers that receive calls such as numbers that are published, numbers dialed by customers and fax numbers. Any additional numbers listed on your current telephone bill are not required to have multiple lines with phone systems from Westechs and may increase your monthly bill. If you have any porting questions, please contact us at (432) 242-2700.

Please return this form along with a copy of your most recent telephone bill from your current service provider. Please email to your Westechs representative or call us at (432) 242-2700 for information.

DO NOT make any changes to your current account with your current telephone provider during the port process. DO NOT contact your current service provider to disconnect service until instructed to do so by Westechs. We will advise you, in writing, when you can disconnect your current telephone service.

Please remember it is your responsibility to disconnect your service with the old service provider after you have been instructed to do so. Please ensure that your account balance and any outstanding charges are paid off with the current provider or the provider may not release the numbers to Westechs.

Please ensure that you do not have DSL service or alarm systems on any of the numbers you are porting. You will lose the DSL service. If you have DSL service, contact the current service provider BEFORE submitting this form to us if you are not sure. We are unable to verify this for you.

In addition to this form, please include your most recent telephone bill from your current provider. The bill must show your name, billing and service addresses, all telephone numbers you wish to port, and the name of your current telephone provider.

A separate "Letter of Authorization" must be submitted for each account if you are porting numbers from multiple accounts or different providers.)

Questions?

Give us a call at (432) 242-2700

Local Number Porting - Letter of Authorization

By signing this Letter you authorize Westechs to communicate with your current telephone provider in an effort to port your number(s). There will be a one-time fee per number port for this service.

Please fill in the required account information below with your CURRENT phone service provider. Refer to your current phone bill and please contact us with any questions. Do not cancel your existing telephone service until instructed to do so by Westechs.

Account #:	Account Billing Name:
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Service Address: *(This address must reflect the SERVICE address on record with your current phone company. This address cannot be a PO box and may be different from your billing address.)*

Street:	
City:	
State:	
Zip:	

Current carrier/telephone service provider: *(A separate "Letter of Authorization" must be submitted for each account if you are porting numbers from multiple accounts or different providers.)*

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Numbers to be ported (10 digits each)		

By signing below, I confirm that all information is accurate and that no phone number listed above has DSL, credit card terminals or alarm systems associated with it.

Printed Name	
Title	
Company	
Date	
Signature	

Note: Your current phone service provider will not allow the port of your numbers without an authorized signature from an account owner or administrator shown in their records for this account. By filling in the Signature field above you agree to use an electronic document and electronic signature. You understand that electronic signatures are legally binding in the United States. A faxed copy of the signature will be considered an original.