



LETTER OF AGENCY (LOA) and Customer Service Records (CSR) Request

My signature below certifies that I am the customer of record or the authorized representative for payment for each of the telephone numbers listed below.

For each of the telephone numbers listed herein and on Attachment A, I appoint Today’s Telecommunications Industries, LLC (hereinafter “M3S-Cloud”) to act as my Agent for the purpose of collecting my account information with my current local telephone carrier or provider (hereinafter “Provider”).

By selecting M3S-Cloud to act as my Agent to research my current services with my current Provider of local telephone service, **I am authorizing** the change of my local telephone Provider from that/those which I am currently using to M3S-Cloud. This authorization will expire only written notification only.

| | |
|--|--|
| Billing Telephone Number (BTN): | |
| Losing Carrier: | |
| Losing Carrier Account Number: | |

LOA Instructions:

1. Only one (1) BTN may be associated with each LOA. If you have additional BTN's, you must submit an LOA for each BTN. Please contact your M3S-Cloud representative if you need assistance identifying each BTN.
2. Please provide a copy of the most recent losing carrier invoice for the BTN listed above (Must include ALL pages). **The information on this LOA MUST match the attached losing carrier invoice.**
3. Use Attachment A for listing all telephone numbers associated with this BTN.

Please Complete:

This information MUST match your current invoice and account information.

| |
|--|
| Customer (Company) Name: |
| Service Address: |
| City, State, Zip Code: |
| Account Contact (Local Contact): |
| Title: |
| Telephone Number: (your phone #, not BTN): |

Sign and Authorize:

| | |
|-------------------|-------|
| SIGNATURE: | Date: |
|-------------------|-------|

Please fax this signed LOA to (713)590-7398
(please also email a copy to your sales rep)

See **Attachment A** for additional telephone numbers related to this BTN



LETTER OF AGENCY (LOA) and Customer Service Records (CSR) Request

Attachment A

| | |
|--|--|
| Billing Telephone Number (BTN): | |
|--|--|

Only one (1) BTN may be associated with each LOA. If you have additional BTN's, you must submit an LOA for each BTN. Please contact your M3S-Cloud representative if you need assistance with identifying the proper BTN.

| Telephone Numbers TO BE PORTED | <i>Instructions:</i> |
|---|--|
| List telephone numbers here (one per line): | The numbers listed in this table WILL be ported. Please clearly indicate if any numbers are associated with DSL line, Fax, or if a part of a Centrex type service. For example: 111-111-1111, dsl line 222-222-2222, main number 333-333-3333, fax line |

| Telephone Numbers That WILL NOT Be Ported | <i>Instructions:</i> |
|--|--|
| List telephone numbers here (one per line): | The numbers listed in this block WILL NOT be ported to M3S-Cloud. They will remain with the losing carrier. Please make certain all numbers are accounted for so that your number porting is not rejected for inaccuracies. NOTE: If the BTN is being ported to M3S-Cloud, you must identify a new BTN for the numbers that WILL NOT be ported. |