

**Merrimac Communications, Ltd. (Updated 12-5-11)**  
**LETTER OF AUTHORIZATION PORTING REQUEST (LOA)**

<b>NAME:</b> <i>(Must be authorized to make decisions on number to be ported)</i>			<b>BUSINESS NAME</b>	
<b>ADDRESS</b>		<b>CITY</b>		<b>STATE</b>
				<b>ZIP</b>
<b>Contact Phone No.</b>	<b>Cell Phone No.</b>	<b>Fax Phone No.</b>	<b>Account #:</b> <i>(if current customer)</i>	
<b>NUMBER TO BE PORTED:</b>		<b>Current Telephone Provider</b> <i>(i.e.: who are you getting your phone bill from?)</i>	<b>Effective Date Requested</b> <i>(Must be at least 10 days from receipt of LOA)</i>	

By signing below I verify that I am 18 years or over and authorized to make decisions on the above "number to be ported." I am requesting that this number be ported to Merrimac Communications, Ltd. **I also acknowledge:** 1. I have read Merrimac's "terms of agreement" document, which contains Merrimac's 911 policies, and understand the document. 2. It is the customer's sole responsibility to call their local and long distance carrier and find out what will be their additional billing charges, if any, when their service ends. MC is not responsible for any charges from the former phone carrier. 3. 911 service activation for this number may take up to 3 business days. 4. I understand that my voip phone service with Merrimac Communications will not support and may not be compatible with lifeline reporting, other medical reporting devices, security systems including video, and Tivo.

\_\_\_\_\_ *Authorized Signature Only* \_\_\_\_\_ *Date*

**Directory listing:** YES \_\_\_ or NO \_\_\_ If Yes: Leave as is \_\_\_\_\_ **Make this change** \_\_\_\_\_

Is there a phone jack near your cable modem? Y/N \_\_\_\_\_

Phone System: **Conventional** wiring \_\_\_\_\_ (needs NID disconnected) **Satellite Phones** \_\_\_\_\_

**Residential or Business Rates** (CHOOSE ONE)

**Unlimited:** includes all Local and Long Distance, US and Canada \_\_\_\_\_ **\$25.99** per month

**Basic:** includes 500 minutes Local and Long Distance, US and Canada,  
 Additional minutes 3.9 cents per minute \_\_\_\_\_ **\$15.99** per month

**Options: 800# includes** 100 minutes, additional 4.9 cents per minute \_\_\_\_\_ **\$4.99** per month

**411 # Directory Assistance** \_\_\_\_\_ **\$0.99** per call

**SERVICES BELOW INCLUDED (AT NO EXTRA CHARGE)**

**Please check services you want activated:** Caller ID \_\_\_\_\_ Call Waiting \_\_\_\_\_ Call Forwarding \_\_\_\_\_

Voice Mail \_\_\_\_\_ Web Page Access \_\_\_\_\_ Allow Outgoing International Calls \_\_\_\_\_

**Display Name:** How your name appears to others: \_\_\_\_\_ *(15 character maximum)*

**Email voicemail to:** \_\_\_\_\_ @ \_\_\_\_\_

If you have voice mail w/your current provider you may have to call forward to a cell phone or other number for 24 hours until new port is activated.
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Customer Care Web Page (<https://phone.merr.com/Login.jsp>) includes additional information about services.