

The Standard Letter of Agency Document

A Letter of Agency (LOA) must be completed by the end-user and supplied to TSG Global, Inc. upon request. The LOA must contain the name and current billing address of the end-user and the numbers that will be ported to TSG Global, Inc. from the end-user's current carrier. The LOA used must comply with FCC regulations and must be legible and signed by the end-user or a person who has the authority to act as a legal agent. The LOA must also be dated within the last thirty (30) days.

Please check <u>only ONE (1)</u> option to select the service you would like transferred:	
<input type="checkbox"/>	I select TSG Global, Inc. as the service provider for <u>SMS Only</u> , and wish to leave the Voice services as they are today. TSG Global, Inc. will only support messaging to and from this number.
<input type="checkbox"/>	I select TSG Global, Inc. as the service provider for <u>Only Voice</u> services.
<input type="checkbox"/>	I select TSG Global, Inc. as the service provider for <u>SMS and Voice</u> services.

Dear Customer:

Thank you for choosing **TSG Global, Inc.** as your service provider. In order to transition the selected services to the **TSG Global, Inc.** network, **TSG Global, Inc.** may need to work with your previous service provider to ensure that your service is uninterrupted, and where applicable, to ensure that your selected service is transferred.

This letter must be completed as proof that you have explicitly authorized and requested that your selected service be transferred to **TSG Global, Inc.** as your new service provider. By filling in all the information requested below and signing and dating this letter, you provide us with the authorization to initiate the process of transferring your selected service to **TSG Global, Inc.**

Please ensure the below information is completed accurately to avoid delays			
Name			
Service Location Address			
Suite #			
City, State, Zip			
Current Service Provider		Account Number	

Beginning Range Telephone Number		End of Range Telephone Number		Provide BTN (Billing Telephone Number) For All Ported Numbers		Customer Requested Port Date

If you would like to port additional numbers, please provide a list of numbers via an additional attachment to this LOA.

PLEASE REMOVE ANY FEATURES (i.e., Hunt Group) ASSOCIATED WITH THESE NUMBERS PRIOR TO SUBMITTING THIS LOA. ADDITIONALLY, PLEASE DO NOT PLACE ANY NEW SERVICE ORDERS OR DISCONNECTS WITH YOUR CURRENT SERVICE PROVIDER ON THIS ACCOUNT, AS THIS WILL CAUSE A DELAY IN PORTING YOUR NUMBERS.

By signing below, I designate **TSG Global, Inc.** to transfer the selected service from my current provider to **TSG Global, Inc.** By signing below, I also authorize **TSG Global, Inc.** to transfer my current telephone number used to provide service so that **TSG Global, Inc.** may provide its network service to me. By signing below, I also authorize **TSG Global, Inc.** to obtain billing information, customer service records, and other information required to provide me with service on the **TSG Global, Inc.** network. I understand that I may consult with **TSG Global, Inc.** as to whether a fee will apply to the change.

Print Name:

Date:

Signature:

Please upload this file along with your LNP order via your customer portal.