

**IMPORTANT! Toll Free Transfer Form Instructions Please read this entire document.**

1. Please complete the attached forms to begin the transfer of your toll free number to VoiceMailTel.
2. Underneath the portion titled "Customer Information," you must list your information **exactly** as it appears on file with your former carrier, or your transfer will be rejected.  
  
**Do NOT list your former service provider's company name and address here; this portion of the form must be completed with your company or organization's information as it appears on your bill copy.**
3. Please include a **valid** copy of your existing toll free number bill. Valid bill copies must include: the address on file with your former provider, and the toll free number(s) you wish to transfer printed on the form. A bill copy is **not valid** without all of these items.
4. Sign and date the document and fax it to (416)-981-3313.
5. During the 7-30 business days it takes for the transfer to be completed, we strongly recommend that customers establish settings on the system using the number you were originally assigned (your account number).

**All the settings established on this number will roll over to your transferred number when it becomes active.**

**Please allow 7-14 business days for the transfer process to be completed.**

*This period includes the time it takes for the request to be received by your carrier, released, and routed in the VoiceMailTel system. You will receive a confirmation email when your number has been completely transferred.*

Once the transfer process has been completed, VoiceMailTel will become your Responsible Carrier, yet you will retain ownership of your toll free number and will be able to transfer it to another carrier should you decide to do so in the future.

Thank you,  
VoiceMailTel Team

**FAX**

Complete the below account information and fax this page along with the attached Transfer Form, and first page of your existing Toll free number statement or bill to (416)-981-3313.



Letter of Authorization

The undersigned Toll Free Number customer does hereby appoint VoiceMailTel to act as its authorized agent for all matters pertaining to the toll-free number(s) listed below and certifies that it has a sole and indisputable right to use these same toll-free number(s).

This agency includes, without limitation, the ordering or rearrangement of service, assignment of primary carrier service requests, disconnection of service and other requests as deemed necessary by VoiceMailTel to implement the toll-free services order from VoiceMailTel under the Terms of Agreement and associated addendums. This authorization will expire upon written notice only.

Toll Free Numbers to Be Transferred

1 \_\_\_\_\_

2 \_\_\_\_\_

Customer Information (must match information on file with existing toll free carrier)

After filling in the name of your provider, the form must reflect your company/organization's information.

Current Service Provider: \_\_\_\_\_

Your Company Name: \_\_\_\_\_

Your Contact Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature of Authorized Contact

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Instructions

Please FAX this form to: (416)-981-3313

IMPORTANT: Include a cover page for your existing toll free account bill which displays the toll free number(s) and customer information as it appears above.

Failure to complete ALL information on this form may cause delays in your transfer.

For Internal Use

Prepared:

By: \_\_\_\_\_ Tracking Number: \_\_\_\_\_