

Business Name _____

[Search] [Laser] Date ____/____/____ Agent _____



Illinois Telephone Corporation

www.illinoistelephone.com

DO NOT WRITE IN THIS SPACE. 2019 N. Mannheim Rd. Melrose Park, IL 60160 (800) 480-4198 Fax (708) 531-0251 DO NOT WRITE IN THIS SPACE.

BUSINESS Standard Phone Service Order Form and Letter of Agency

UNLIMITED LOCAL CALLING FOR YOUR BUSINESS!

- **BUSINESS SERVICE PLAN: \$36.99** per month + tax, Includes unlimited local, unlimited local toll, Caller ID, Call Waiting, Call Forwarding, *69, 3-Way Calling, Repeat Dialing, and Speed Dialing included.

(For businesses of Chicago and some nearby suburbs, local toll area will includes area codes 312, 773, 630, 708, 847, 224, and parts of 815).

Add VOICE MAIL for only \$5.00 per month! Domestic long distance available for only 4 cents per minute!

To order new line(s):

- 1 Complete and sign the Business Service Form below.
- 2 Check the "Connect NEW line(s)" box.
- 3 Mail the form using the enclosed envelope and include a money order for \$95.00 per line. Or you may call us with your credit or debit card number.
- 4 Your new service will be activated within 5-10 business days. Call 1-800-480-4198, four business days after you mail or fax the form to receive the date of your service activation.

To switch your existing line(s):

- 1 Complete and sign the Business Service Form below.
- 2 Check the "Convert EXISTING line(s)" box, and indicate all numbers to be switched. You will keep your same numbers.
- 3 Mail the form using the enclosed envelope and include a money order for \$70.00 per line. Or you may call us with your credit or debit card number.
- 4 Your service will be switched to Illinois Telephone within 5-10 business days. There is no need to contact your current local phone service provider.

CHECK ONE BELOW:

Connect NEW line(s) Quantity: _____ **OR** Convert (switch) EXISTING line(s) (list numbers here): _____

BUSINESS NAME _____ Federal Tax ID or SS# (Required) _____

ADDRESS _____ SUIT _____

CITY _____ STATE _____ ZIP _____

BILLING NAME (if different) _____

BILLING ADDR. (if different) _____ City _____ State _____ Zip _____

CONTACT Name & Phone _____ TYPE OF BUSINESS (for yellow page listing): _____

IMPORTANT: Do you currently have a toll-free number? Yes No If yes please provide your toll-free number and who is currently billing you for it. This is only to insure there is no interruption of that service, we will NOT switch your toll free number billing to Illinois Telephone Corporation without permission and without a separate request from your company.

Existing toll-free number: _____ Billed by: _____

HUNT GROUP needed? (Multiple lines only, calls ring to next line if busy). Yes No Yes but leave this # out _____

ADD VOICE MAIL? (\$5.00 per month). Yes No

ADD LONG DISTANCE? (4 cents per min. domestic). Yes No

OTHER _____

Pricing does not include applicable federal state and municipal taxes.

Orders can only be cancelled before the due date and will incur a \$20.00 processing fee.

This letter is for purpose of authorizing Illinois Telephone Corporation to act in my behalf when transmitting instructions and orders for the installation, removal, or repair of telephone equipment/services, or when requesting any necessary information.

- I understand that with Illinois Telephone, **ALL TELEPHONE SERVICE CHARGES ARE PREPAY AND BILLED FOR THE MONTH AHEAD.**
- I understand that Illinois Telephone Corporation automatically posts a \$5.00 late charge on bills that are overdue. I also understand that Illinois Telephone **AUTOMATICALLY SUSPENDS SERVICE IF THE BILL IS 7 DAYS LATE.**
- I understand that 411 and 555-1212 directory assistance calls, and name finder service calls will be charged at **95 CENTS EACH TO MY BILL.**
- I understand that Illinois Telephone Corporation is only responsible for dial tone to the interface of the building, and that **THE CONNECTION FEE DOES NOT INCLUDE HOOKUP OR REPAIR OF ANY BUILDING WIRING OR PHONE JACKS.** If any problems exist or arise between the interface and the phone jack(s) an additional service charge will be applied to my phone bill if Illinois Telephone Corporation completes the repair.

AUTHORIZED SIGNATURE _____