



ORDER SUBMISSION COVER SHEET

NOTE: Submissions received after 3:00 PM PST are considered next day deliveries

3875 Telegraph Road #326 ♦ Ventura, CA 93003 ♦ Phone: 877-650-5436 (650-5GEO)

ACCOUNT INFORMATION

Account Name	Account Number
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SALES REPRESENTATIVE INFORMATION

Agent Name	Agent Id Number	Phone Number	Fax Number
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FORMS SUBMITTED FOR SWITCHED SERVICES

- Service Agreement with Terms & Conditions
- Letter of Authorization
- Remittance Page of LEC Bill
- Remittance Page of Long Distance Bill
- Toll Free Service Request, if applicable
- Other:

FORMS SUBMITTED FOR DEDICATED SERVICES

- Service Agreement with Terms & Conditions
- Letter of Authorization
- Dedicated Service Data Sheet
- Remittance Page of LEC Bill
- Remittance Page of Long Distance Bill
- T-1 Quote
- Toll Free Service Request, if applicable
- Other:

ORDER PROCESSING USE ONLY

ORDER ADMINISTRATION			<input type="checkbox"/> Received
Name:	Initials:	Date:	<input type="checkbox"/> Confirmed with Sales Administrator
CREDIT APPROVAL			Credit Limit: \$
Name:	Initials:	Date:	Billing Cycle: Location Code:
SWITCHED PROVISIONING			<input type="checkbox"/> LA <input type="checkbox"/> NY <input type="checkbox"/> Other _____
LEC			
Name:	Initials:	Date:	
PIC			<input type="checkbox"/> Online <input type="checkbox"/> Paper
SMS			NOTES:
Name:	Initials:	Date:	
CALLING CARD			
Name:	Initials:	Date:	
FILE			
DEDICATED PROVISIONING			
Name:	Initials:	Date:	