



Long Distance Service Request for POTS Lines

Hofstra Rate Card Order #: _____

Assigned Phone Numbers:

INSTRUCTIONS: There are two steps that must be completed before the Long Distance service can be activated.

Step 1: Contact your Long Distance Provider indicating that you would like charges on the phone number(s) listed above to be charged to your account.

Step 2: Once you've confirmed with your Long Distance provider of the cost allocation, please fill out the form below including Company Information, Long Distance Provider Information, and signature. Send back the completed form to jean.lee@hofstra.edu or fax to 516-463-5380 no later than 9/20/2016.

Company Information

Company Name:

Your Name:

Email:

Phone:

Title:

Billing Name (Company):

Email:

Phone:

Long Distance Provider Information

Carrier Name:

BTN #:

Carrier / Industry #:

Acct # with Carrier:

I agree to be responsible for all long-distance charges on my order.

Signature

Name