



Dear Sage Customer:

Thank you for requesting a Transfer of Telephone Line (s) Form for a business. Below are instructions for completing the form, to ensure a timely, accurate transfer of your line (s). Sage Telecom does charge a \$9.50 processing fee for the Transfer of Telephone Line (s) that will be billed on your first invoice. By returning this form, you give us permission to obtain your credit information from consumer credit reporting agencies. Based upon analysis of your application, you may be required to make an advance payment. If an advance payment is required, Sage Telecom will notify you to advise you of the amount required to continue processing this request. If you need further assistance in completing this form after reading the instructions below, please contact our Customer Service Department toll-free at (888) 449-4940. Please be sure to print clearly and complete the information below completely and accurately.

Secured access protection was added to your Sage account in December 2007. Your Access Code can be found in the upper right corner of your monthly Sage invoice below your account number. The use of your Access Code will be required for all account inquiries in order to help safeguard your private information. However, unless we hear from you otherwise, Access Codes will not be necessary to pay your bill.

1. Date: Enter current date.
2. List the telephone number or numbers (including area code) to be transferred.
3. Enter Sage account number for the telephone number(s) listed in item 2.
4. Enter the name of the Business presently on the account and the Federal Tax ID or social security number.
5. Enter the present Owner/Account Holder's name.
6. Enter current billing address for this account.
7. Enter the name of the Business to whom the account is being transferred, and the Federal Tax ID or social security number.
8. Print the name of the Owner/Account Holder to whom the account is being transferred.
9. Enter current billing address for this account.
10. This space is to be completed with the signature of the present account holder.
11. This space is to be completed with the signature of the individual to whom the account is being transferred. This individual's signature does authorize responsibility for all charges due on the account, including charges related to the conversion.
12. This space is for the Former Owner's signature and title.
13. This space is for the New Owner's signature and title.

Please return the completed form by mail to Sage Telecom, 3300 E. Renner Road, Suite 350, Richardson, Texas 75082-2800, or fax to (214) 495-4788.



1. Date: \_\_\_\_\_

2. Re: **TRANSFER OF TELEPHONE LINE(S):** \_\_\_\_\_

[List all transferring telephone number(s),  
excluding toll-free numbers.]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Account No. \_\_\_\_\_

4. From Business Name: \_\_\_\_\_ Federal Tax ID/SS#: \_\_\_\_\_

5. From Owner/Account Holder: \_\_\_\_\_

6. Billing Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. To Business Name: \_\_\_\_\_ Federal Tax ID/SS #: \_\_\_\_\_

8. To Owner/Account Holder: \_\_\_\_\_

9. Billing Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. I, \_\_\_\_\_, request the transfer of the above telephone line(s) from my name into  
the name of \_\_\_\_\_.

11. I, \_\_\_\_\_, request the transfer of the above telephone line(s) into my name, and  
understand that I am responsible for all charges due on the account, including charges related to the conversion of the line(s)  
into my name.

SIGNED:

12. \_\_\_\_\_  
Former Owner/Account Holder

13. \_\_\_\_\_  
New Owner/Account Holder

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title