



CODE

**1 INDIVIDUAL BILLING/CREDIT INFORMATION**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Home Phone \_\_\_\_\_  
 Work Phone \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_  
 S.S. NO. \_\_\_\_\_

**2 BUSINESS BILLING/CREDIT INFORMATION**

Company Name \_\_\_\_\_  
 Billing Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Phone \_\_\_\_\_ P.O.# \_\_\_\_\_  
 Contact: Authorization \_\_\_\_\_

**3 LETTER OF AUTHORIZATION**

My signature on this application authorizes PersonalOffice to act as our agent in all matters relating to providing my Local service for the telephone number (s) listed on this form. I understand that this authorization will remain in effect until withdrawn by written notice. If this application is accepted and credit is thereby extended, we agree to pay by the stated due date all charges incurred and billed to me for Local service calling usage taxes and any other services contracted for herein or that may be contracted for. I understand I will be liable for all collection fees and past due balances are subject to a 1 1/2% per month finance charge. I also understand that rates and fees are subject to change. All parties agree that facsimile signatures are binding

Authorized Customer Name \_\_\_\_\_  
 Authorized Customer signature \_\_\_\_\_  
 Title \_\_\_\_\_ Date \_\_\_\_\_

**4 LINE INFORMATION**

**SWITCH OVER OF SERVICE**

Residential Customers : \$34.95 \* per month/Line  
 Business Customers: \$34.95 \* per month/Line

Includes:  
 \* ONE LOW MONTHLY PAYMENT! \*NO SETUP FEE  
 \* Call Waiting. \*Call Forwarding.  
 \* Keep your current phone numbers! \*Three-Way Calling  
 \* Call 24-7, ANY TIME, ANY DAY! \*Caller ID with Name.  
 \* UNLIMITED Local A, B and C band calls for one low price!

**NEW LINE SIGNUPS**

SETUP FE \$ 60.00 One Time Charge for 1st new line.  
 \$ 60.00 for each additional new line.

\*Service Fee is subject to applicable telecommunications taxes.  
 .75 for 411 calls

Line	Telephone Number	Hunt	Feature/ Comments
1		Yes No	
2		Yes No	
3		Yes No	
4		Yes No	
5		Yes No	
6		Yes No	
7		Yes No	
8		Yes No	
9		Yes No	

TOTAL SUBSCRIPTION FEE \$ \_\_\_\_\_  
 TOTAL SETUP FEE \$ \_\_\_\_\_  
 DEPOSIT-1st two months If applicable \$ \_\_\_\_\_  
**TOTAL DUE** \$ \_\_\_\_\_

LONG DISTANCE CARRIER \_\_\_\_\_

**ADDITIONAL COMMENTS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

