## VoIP Systems USA, LLC ADMINISTRATIVE SECTION (Instructions on Page 2):

**Account Number**: ☐

**Request Type** ☐ Add ☐ Delete

**Previous Carrier:** ☐ Pacific Bell ☐ Verizon ☐ Other

**VoIP Systems USA, LLC Representative** ☐ **Telephone #:** ☐

## END USER ADMINISTRATIVE SECTION:

**Customer Contact Name** *(As appears on LOA):* ☐
**Date** *(As appears on LOA):* ☐

## DIRECTORY LISTING QUESTIONNAIRE:

**LEC Directory Billing Account Telephone Number:** ☐

**Route Type:** ☐ Main ☐ Additional

**Listing Type:** ☐ Listed ☐ Non-Listed ☐ Non-Pub

**Style Code:** ☐ Straightline ☐ Caption

**Listed Telephone Number:** ☐

**First Word of Listed Name:** ☐

***All except* first word of Listed Name** ☐

**Address Number:** ☐

**Address Directional:** ☐ North ☐ South ☐ East ☐ West

**Address Street Name:** ☐

**Address Designation:** ☐ Suite ☐ Room ☐ Floor ☐ Other

**Address Thoroughfare:** ☐ Drive ☐ Road ☐ Avenue ☐ Parkway ☐ Street ☐ Boulevard ☐ Other

**Address City:** ☐ **Address State:** ☐ **Address Zip:** ☐

**Omit Address:** ☐ YES ☐ NO

_____   _____
Customer Signature                                Date

**Directory Listing Reference Sheet for Directory Listing Questionnaire Add/Delete Form**

**VoIP Systems USA, LLC ADMINISTRATIVE SECTION:**
Add =    Use this one for a new customer coming to VoIP Systems USA, LLC
Delete = Use this one when a customer wants to remove a currently listed TN with VoIP Systems, USA, LLC

VoIP Systems USA, LLC Representative = VoIP Systems USA, LLC employee submitting request
Telephone # =    CoreDial employee telephone #

**END USER ADMINISTRATIVE SECTION:**
Customer Contact Name *(As appears on LOA)*
Date *(As appears on LOA)*

**DIRECTORY LISTING QUESTIONNAIRE:**
Billing Account Telephone Number *(Identifies the telephone number the listed account is BILLED under with the LEC Directory Database)*

Route Type
Main Listing        = Customers main listed TN
Additional          = Customers additional TN they want listed

Listing Type
 Listed =           Appears in Directory Assistance and the Directory (white pages)
 Non-Listed =       Appears only in Directory Assistance
 Non-Pub =          Does not appear in Directory or Directory Assistance

Style Code
CI = Caption Indent
SL = Straight Line

Listed Telephone Number

First word for Business Listing *(e.g VoIP)*

All except the first word of Listed Name  *(e.g. Systems USA, LLC)*

 Address Number *(Identifies the number of the listed address)*
 Address Street Directional *(Identifies the directional for a listed address e.g. North)*
Address Street Name *(Identifies the street name of a listed address e.g. Vine)*
Address Designation (*Identifies additional information related to the listed address e.g. Suite, Room, Floo*r)
Listed Address Thoroughfare *(Identifies the thoroughfare portion of a street name of a listed address e.g. Drive, Road, Avenue, Parkway)*

Omit Address
No = Customer wants address published
Yes = Customer does not want address published

**VoIP Systems USA, LLC**
1790 Route 70 East
Cherry Hill, NJ 08003
Phone: (856) 761-1000 | Fax: (856) 761-1100

WWW.VOIPSYSTEMSUSA.COM
Ver. 6

Page 2 of 2