

Application for Telecom Services from MCL Communications

In order that we can carry out the necessary checks on your proposed telephone line(s) please complete the following details:

1. Any existing telephone number (s) and lines you wish to transfer to us:

Line 1 Line 2.....
Business/Private Business/Private

Line 3..... Line 4.....
Business/Private Business/private

Please indicate if these are Business or private lines. If you want any of your numbers transferred separately or billed to an alternative person or company, please complete a separate form.

Note: The only difference between Business and private is that the line charges are very slightly different and greater priority is given to Business Lines. If you work from home your line can be business or private. If you work from an office building you have to have a business line.

2. Do we need to provide a new line? Yes / No

We will contact you to advise you further about this-meanwhile please complete the form as far as possible.

3. Do you require any additional services while we are transferring or setting up these numbers:

Additional Phone services: **Yes / No** Broadband: **Yes / No**

Normally we will know what services you have and whether these lines are billed at Business rate or Domestic rate and the transfer will be 'like for like'. However, while transferring we can add any additional services you may require or even broadband if needed.

4. Company or Personal name:

.....
(If this is a transfer from another telecoms company it should be how your bills are currently addressed)

Address:
.....

Postcode.....(This is important)

Contact name:..... Best Phone for contact.....

6. You will be able to pay by credit card, debit card or standing order, which would you prefer?

.....
Note: *A credit or debit card is simpler but if you wish to pay by Standing order we will set this up as a set amount each month, based upon your average charges, and make any necessary corrections during the year. There will be no need to keep changing the standing order –this will only be necessary on the odd occasion that the billing amount is fluctuating wildly.*

If paying by card please complete the credit card details on the second page or contact us with them.

Once you complete these details we will have your line tested before proceeding with your requirements. You will be advised further after it has been completed. Now please sign the details on the second page to enable us to proceed.

7. Credit or Debit Card Details – please complete if paying by credit or debit card

Type of Card (e.g. Visa, Mastercard):(We do not accept Electron, American Express or Diners Card).

Card Number :.....Expiry Date.....

Issue number (Switch only):Security Code (last 3 digits on magnetic strip on reverse of card):.....

Cardholders Name:

Cardholders Address (if different from details already completed):

.....Postcode:

8. Any special notes or instructions:

To: MCL Communications, Hamford House, 55 Woodberry Way, CO14 8EW

Subject to a satisfactory line test I wish to proceed with the transfer of my existing lines and/or provision of new line(s) in accordance with the above details. I understand that the initial agreement will be for 2 months and monthly thereafter, one months notice required for cancellation and notice to be given on the 1st of month. I understand that acceptance is subject to your normal Telecoms terms and conditions (available on request) or online at: www.mclweb.co.uk.

Signed: Print Name:

For (Company Name if applicable):..... Date:.....

Please fax: (01255 670089) or post this form back to us as soon as possible. Normal lead time is 10 days.