

## Request for a Copy of an AT&T Business Contract Prior to CLEC Assumption

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If the contract is being considered for resale by a Competitive Local Exchange Carrier (CLEC), the CLEC may request to see the contract's terms and conditions. AT&T Business will provide a copy of the contract as long as the following requirements are met:

1. A Letter of Authorization (Exhibit I), signed by the AT&T Business End User (Customer Name on contract), is required when a CLEC initiates a request to view a contract between AT&T Business and its End User.

NOTE: The Authorization Letter is required when there is no CLEC Assumption Agreement between the CLEC and the End User. Either the Authorization Letter or the Assumption Agreement must be provided to AT&T Business before a copy of the contract can be released.

2. Contract Identifiers must be provided by the End User, to assist in producing the contract. (See Contract Identifiers listed below.) The End User may obtain the contract information from the AT&T Customer Service Associate or Account Team.

### Contract Identifiers

Following are the required Contract Identifiers:

- a) End User's Name  
Customer's Company Name shown on Contract
- b) End User's Address  
Address under Contract
- c) Contract Type  
Variable Term/Tariff, Special Service Arrangement (also referred to as Special Assembly),  
Contract Service Arrangement or Volume and Term
- d) Contract Number for Special Service Arrangement or Contract Service Arrangement  
CN FID located in Bill Section of the Customer Service Record.

### AT&T Business Contact Information

The request for a copy of the contract should be faxed to Jan Gish, AT&T Business Contract Management, @ FAX Number 404-829-6310

**NOTE:** The controls listed within this document govern the release of all contract information, regardless of who in AT&T Business provides a copy of the contract to the CLEC/ICS.

# Authorization Letter

## Exhibit 1

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### Customer's Company Letterhead

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Attention: Manager

I am an official of \_\_\_\_\_ . I am authorized to submit the following request to AT&T.

\_\_\_\_\_ does hereby request that a copy of the \_\_\_\_\_ Agreement(s), entered into by and between our company and AT&T \_\_\_\_\_ is to be made available to \_\_\_\_\_ .

\_\_\_\_\_ releases AT&T from all liability associated with the provisioning of the contract information to \_\_\_\_\_ .

The release of the \_\_\_\_\_ Agreement(s) to \_\_\_\_\_ shall constitute AT&T's authorization to share the release of the contract.

\_\_\_\_\_ further agrees that \_\_\_\_\_ has executed a NONDISCLOSURE AGREEMENT with the same terms and conditions between the customer and AT&T that provides protection of the contract information. A copy of the NONDISCLOSURE AGREEMENT is enclosed.

**BY:** \_\_\_\_\_  
Authorized Signature Date

\_\_\_\_\_  
Printed Name Printed Title