



Starting the Process

Client Checklist

The following items are required to begin the service process. Please be sure to include all applicable documents. Send all paperwork and supporting documents to us.

Non-Disclosure Agreement

If you have a Non-Disclosure Agreement that you would like us to sign, please send it to us prior to sending the other documentation and we will send it back with our signature. Then you can send us the additional information.

Master Service Agreement (MSA)

Please review, complete, sign and date the MSA.

Letter of Authorization (LOA)

It is required that this be completed on your company's letterhead. Please complete, sign and date the document.

3 months worth of telecom bills (voice, data, etc.)

Send the summary pages, front and back. Or electronic viewing access into your accounts for these bills.

Copies of all service agreements with telecom vendors

You may have multiple agreements for each service but please include all contracts or agreements for fiber, wireless, internet, voice, etc. Send all pages.

Copies of all network diagrams (voice and data)

These are typically anything from a photograph of a whiteboard sketch to a Microsoft Visio. You may have more than one diagram for your network. Please send all.