

ATTN: BENNETT



State Safety Valve Numbering Requests Job Aid for Customer Letters

Background

When filing state safety valve waivers to secure numbering resources for specific customer requests, certain information needs to be provided by the customer to avoid delays in state regulatory approval.

Guidelines for customer letters

All letters should be on the customer's company letterhead and include the following:

1. **Date of request:** 1/26/2007

2. **Location of service and specific request**



is opening a new annex that will require 200 employees and will provide medical services to many individuals. This building is expected to house 300 employees and will provide medical services to many individuals.

3. **Quantity of TNs customer requires and (if applicable) any existing TNs that will be returned. For example:**

- Customer will require 700 new DID's. OMC will not relinquish any existing DID numbers.

4. **Date customer wants TNs available for service and the date they will actually be used. For example:**

- Customer is scheduled to open the annex in the second week of February and the Ancillary services building in the first week of May.

5. **If required by the customer: Specific TN range requirements, and why those ranges are needed. For example:**

- In order to work with current dialing plan, the number range requested is 360-xx2 thru 360-xx6.

6. **If required by the customer: Specific NXX requirements/restrictions, and the reason for the specific request. For example:**

- In order to avoid conflicts with OMC's dialing plan, please avoid 0,1,8,9 in the 5th USDO.

These guidelines may be provided to Qwest Account Managers for their use with specific customers.



Source: Qwest Regulatory Compliance Organization
Code Administration
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