

**NEW CLIENT INFORMATION DATA**

Name of Corporation: \_\_\_\_\_

D.B.A.: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_

Date of Incorporation: \_\_\_\_\_

Fiscal Year End: \_\_\_\_\_ Duration: \_\_\_\_\_

Type of Entity:     S Corp. \_\_\_\_\_ C Corp. \_\_\_\_\_ LLC \_\_\_\_\_ Gen. Part. \_\_\_\_\_ Other \_\_\_\_\_

If Other, Explain: \_\_\_\_\_

Federal Employer Identification Number: \_\_\_\_\_ CIC Code \_\_\_\_\_

Current Mailing Address (Include County): \_\_\_\_\_

Current Business Address (If Different from Mailing Address): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Facsimile Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Toll Free Telephone Number: \_\_\_\_\_

Contact Person for Company: \_\_\_\_\_

Office or Position Held: \_\_\_\_\_

Customer Service Address and Telephone Number: \_\_\_\_\_

Manager of Customer Service: \_\_\_\_\_

Regulatory Contact Person at Company: \_\_\_\_\_

Bank Name, Address and Account Number: \_\_\_\_\_

Authorized/Issued Shares:

<b>CLASS</b>	<b>SERIES</b>	<b>PAR VALUE</b>	<b>NO. AUTH.</b>	<b>NO. ISSUED</b>

Brief Description of Proposed Services: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Underlying Carriers: \_\_\_\_\_  
\_\_\_\_\_

Briefly State How Company Intends to Enhance Competition in Marketplace: \_\_\_\_\_  
\_\_\_\_\_

List the States Within Which Your Company Intends to Operate and Which States You Plan to Utilize Your Own Transmission Facilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List the Trade Associations With Which the Company is Associated: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the Company Offer Special Promotions From Time to Time? If So, Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the Company Offer Employee Concessions for Long Distance Service? If So, Please Provide Description of the Program: \_\_\_\_\_  
\_\_\_\_\_

Does the Company Ever Require Deposits or Advance Payments From Customers?  
\_\_\_\_\_

What is the Minimum Call Completion Rate? \_\_\_\_\_

Forward Copies Of The Following:

1. Articles of Incorporation & Any Amendments Thereto
2. Financial Information (Current Balance Sheet, Income Statement, Last Two Years Audited or Unaudited Financials and Tax Returns, Projections for Three to Five Years If New Company)
3. Foreign Corporation Certificates
4. Applications and Tariffs Currently on File with FCC or Any State
5. List of Any States Where Certification With the PUC Has Been Denied.
6. State Tax Permits & Registrations
7. Certified Copies of Certificates of Existence/Good Standing (Authenticated Not More than 60 Days Prior to Delivery of Any Application)
8. Management Background and Technical Competence (Brief Resume of All Key Management Personnel)
9. If Facilities-based, Description and Location of Equipment
10. List of States the Company Has Judgements Pending or Lawsuits Pending and Description of Same.
11. Complete List of All Products and Services Intended for Marketing in Each State
12. Sales and Marketing Materials
13. Description of Sales Methods (I.e. Direct Sales, Agent Sales, Tele-marketing, Etc.)
14. Sample Customer Contracts.
15. Description of Billing Methods (I.e. Lec or Direct, In-house or Out-source, Include Sample Bill)
16. Description of Customer Service Department and How Customers Access the Company and a Description of How Complaints Are Handled
17. Description of Credit and Collection Policy

18. Detailed Rate Schedule Including:
- A. Inter/intrastate Rates
  - B. Day/evening/night/weekend Rates
  - C. Minimum Durations and Billing Increments for the Following Services:
    - 1. Switched and Dedicated
    - 2. One-plus
    - 3. 800 Service
    - 4. Calling Cards Including Any Surcharges and per Minute Costs
    - 5. Operator Services Including Any Surcharges, per Call or per Minute Charges
    - 6. Directory Assistance Charges
    - 7. International Rates for All Countries
    - 8. Pre-paid Calling Cards (If Rates Vary, Be Specific as to What Guidelines Are Used to Determine Which Rates Apply To Which Card Types I.e. Collector, Retail, Over-the-counter, Promotional, Etc.
  - D. Any Monthly Recurring Service Fees And/or Minimum Fees for All Service Types Including 800 Service, One plus Dialing, Etc.

Complete and Return the Following:

- 1. State Registration Data Sheet
- 2. Company Data Sheet
- 3. Request For Services