



faces not numbers



Service Addition Form Change of Address

By signing this form you agree to our terms and conditions
For full details of our terms and conditions please visit www.adept-telecom.co.uk

Company Name:		Customer Account No:	
Contact Name:		Business Partner:	
Contact No:		Contact No:	
Email:		Email:	
Current address <i>(must include full address details including postcode):</i>		New address <i>(must include full address details including postcode):</i>	
		Billing email address:	
Installation Details			
Details of where line(s) are to be installed		Telephone Numbers to move	Type of line
Room:			
Floor or Level:			
Wall or Rack Mounted:			
Shared Premises: Y / N			
Date Required:	AM or PM (mon to Fri):	NB: Please allow at least 20 working days for this order to complete. If for any reason you need to change the completion date of the order 3 working days notice must be given in writing. AdEPT will charge time related charges of up to £160 for missed appointments. There is an installation charge per line to move between addresses, depending upon line type and work to be completed	
On Site Contact:		Additional Info:	
Mobile No:			
Required Features			
Please detail features (i.e CLIP, Directory Entry)		Care Level Required	Y / N
		Care Level 1	
		Care Level 2	
		Care Level 3	
If you are moving to an area covered by a different BT exchange your telephone numbers may change, if this is the case we offer two alternatives (please tick which option you require)			
Cease and caller redirect – a recorded message advising any caller that your number has changed £33 per quarter (notice to stop must be in writing). If you require DDI's or SNDDI's to be diverted you must advise us by completing the additional info box on this form and this has additional costs.			
Cease and remote call forwarding – calls to your old number will divert automatically to your new number £50 set up fee plus £27.67 per month in addition to your standard line rental and call charges (notice to stop must be in writing)			
Please specify redirect or forward number:			
Signed:	Print Name:	Date:	