



HOSTED SERVICE CANCELLATION REQUEST

I hereby give notice to ESI Hosted Services that we are canceling our service.

Today's Date:	Account Number:
Company Name:	

I am requesting:

- Full Cancellation** (Cancel all of the hosted cloud services I have with ESI)
- Partial Cancellation** (cancel only a portion of my services)

Date to have service terminated:	
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Reason for Cancellation (Please be explicit):

PLEASE NOTE: By signing below, the customer acknowledges that all numbers must be ported on or before 30 days following the termination date provided above. All numbers not ported by that date will be automatically returned to inventory (**if rebuild is needed after date of termination, it could be subject to \$500.00 rebuild fee**). Early termination fees may apply based on terms and conditions of the executed Basic Service Agreement. Read the [Terms and Conditions](#) posted on the ESI website for further fees/charges that may apply.

Signature

Printed Name

Please email this completed document to your Customer Success Representative using the information above.