**CLEC RESALE DENY & RESTORE REQUEST FORM**

altafiber’s LEC Center - 513-565-2532

Completed form should be emailed to clecorders@altafiber.com

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| --- | --- | --- | --- |
| **PON:** | **CLEC Name:** | **CC:** 4 digit | **ATN:** 513-111-xxxx |
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| **Initiator Contact Name:** | **Voice TN** | **Fax TN** | **Email Address** | **Mailing Address** |
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| **Item #** | **10-digit TN** | **End-User Name** | **Deny****Restore or****Disconnect** | **Desired Due Date** | **Comments** |
|  | 513-555-1234 | John Doe | Deny | 05/10/02 | Example to deny service on May 10th. |
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Notes:

1. Denial or Restoral requests for more than 30 lines should be emailed independently on a separate form under a different PON (e.g. do not send 2 forms in the same fax transmission or attach them to the same email).
2. As with any request, the LEC Center will try to respond by 5pm EST on the next business day.
3. We recommend not to request denials on a day that precedes a day that the LEC Center is closed and unable to restore service.
4. Disconnect requests on this form will only be accepted for denied accounts. Standard disconnect requests must be on an LSR.