COMMCENTRE
MANAGED IT SERVICES

FREE RESOURCE · PORTING BUSINESS NUMBERS

NUMBER PORTING INVENTORY SHEET

List every number, what it is used for, the account it sits on and its port type, with a port-day test plan.

Number inventory

Work from your bills, not from memory. One row per number or range.

NUMBER OR RANGE	USED FOR	PROVIDER	ACCOUNT NUMBER	ACCOUNT HOLDER (EXACT)	SIMPLE / COMPLEX / INBOUND	PRIORITY ON THE DAY

- [ ] Fax, alarm, lift, door and EFTPOS lines listed
- [ ] 13, 1300 and 1800 numbers listed separately
- [ ] Numbers on other accounts or business names listed
- [ ] Lift and alarm companies told about the change

Account match and port-day test

Copy exactly from a recent bill

Account number

Account holder name (exact, including Pty Ltd)

ABN

Service address on the account

Authorised person on the account

> Do not cancel the old service yourself before the port completes. A cancelled number can be lost.

Port day

NUMBER	RANG IN, ANSWERED CORRECTLY	OUTBOUND CALLER ID CORRECT	TESTED BY	TIME