



RingLeader, Inc. would like to welcome you on board! We will strive to make your onboarding process as streamlined and easy as possible.

Below is the technical information we will need to begin setting up your service. Please keep in mind that your 30 days' risk-free trial begins as of today; therefore, please complete and return your technical information as soon as possible.

If you have any questions or concerns, feel free to contact us at 866-384-3747 or email [sales@ringleader.co](mailto:sales@ringleader.co).

**Technical Information**

**Account #:**

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**Client's Company Name:**

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**Requested Turn Up Testing Date:**

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**Install Technician Contact:**

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**Provide contact information for the key technical point of contact responsible for the Turn Up.**

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**Install Technician Contact Name:**

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**Install Technician Phone Number:**

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**Install Technician Contact Email:**

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**Contact Name:**

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**Contact Title:**

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**Contact's email:**

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**Contact Phone Number:**

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**Physical Location of the Switch (Enter the City, State):**

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**Number of Concurrent Call Paths to configure:**

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**IP PBX Model and Make:**

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**PBX Public IP Address:**

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**Switch Private IP Address** **For ShoreTel systems only, otherwise enter N/A:**

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**Firewall Make:**

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**Firewall Model:**

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**Firewall Public IP:**

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**Preferred area for Billing Telephone Number/Testing DID:**

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**Area code + Prefix:**

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**City:**

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**State:**

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**Are you ordering new numbers or porting existing numbers? (Yes or No):**

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**Allow International Calling (Yes or No):**

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**Comments/Notes:**

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