



## Disconnect Request Form

**To: Comcast Business Services**  
**676 Island Pond Rd**  
**Manchester NH 03109**

**Attention:** Disconnect Processing  
**Direct Dial:** 1-800-391-3000 **Fax:** 1-800-283-8873  
**E-Mail:** NED\_SMBDisconnectRequest@cable.comcast.com

**A. Please accept this letter as an authorized written request to disconnect Business Services for:**

DEMOCRAT\_PARTY OF VA

Company Name

1710 E FRANKLIN ST STE 200

Address

RICHMOND

VA

23223

City

0959281069602

State

Zip

CR579305118

Account #

MACD#

Ticket #

**B. Select one:**

|   |   |
|---|---|
| <input type="checkbox"/> <b>Transfer Existing Service</b>       | Stop Service Date: _____ Start Service Date: _____<br>New Address: _____<br>City: _____ State: _____ Zip: _____   |
| <input checked="" type="checkbox"/> <b>Permanent Disconnect</b> | Stop Service Date: _____<br>Reason: <u>Moving</u><br><b>Check all that apply:</b><br><input checked="" type="checkbox"/> Voice Disconnect <input checked="" type="checkbox"/> Internet Disconnect <input type="checkbox"/> Video Disconnect |
| <input type="checkbox"/> <b>Voice Port Out</b>                  | I will be porting my number(s) to: _____  |

**C. Approval**

DocuSigned by:

*Tom Buneo*

4/13/2016

Authorized Signature

Tom Buneo

Date of Request

8177236498

Print Name

Contact Telephone Number

Final 'Bill To' Address

**D. Important Information regarding your company's Business Account**

**EARLY TERMINATION FEE AND NOTICE OF TERMINATION**

Pursuant to Comcast's records, Early Termination Fee liability:

0.00

Pursuant to the General Terms and Conditions (GTC) of my company's Comcast Business Service Order Agreement. My company may be liable for 75% of the balance remaining if services are disconnected or terminated during the initial term (Early Termination Fee). My company will also be billed for any Comcast Equipment that is not returned to a Comcast Service Center (like cable modem and television set-top boxes). If my company is terminating Services as indicated above, **this document will serve as my company's 60 day notice of termination (as required by the GTC, unless otherwise noted)**. My company will be responsible for outstanding amounts due for the Services through the actual date of termination.

To view the GTC go to <http://business.comcast.com/terms-conditions/index.aspx>

If my company decides to reconnect its Business account, it will be assigned a new email address and Static IP (if applicable) and/or telephone number(s), as applicable.

If my company is taking (porting) its telephone number(s) to another provider, it must contact the new provider to set up service. The new provider will contact Comcast to terminate the company's Business Voice Service (to ensure there will be no loss of service during the transfer).