

## ACCESS SERVICE

5. Access Ordering5.1 General

This section sets forth the regulations and order related charges for services set forth in other sections of this tariff. Order related charges are in addition to other applicable charges for the services provided.

An Access Order is an order to provide the customer with Switched Access or Access Related Service or to provide changes to existing services.

A customer may order any number of services of the same type and between the same premises on a single Access Order. All details for services for a particular order must be identical.

The customer shall provide to the Telephone Company the order information required in 5.2 following, and in addition the customer must also provide:

- Customer name and premises address(es).
- Billing name and address (when different from customer name and address).
- Customer contact name(s) and telephone number(s) for the following provisioning activities: order negotiation, order confirmation, interactive design, installation and billing.

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## ACCESS SERVICE

5. Access Ordering (Cont'd)5.1 General (Cont'd)5.1.1 Service Installation

The Telephone Company will provide the Access Service in accordance with the customer's requested service date, subject to the constraints established by the Telephone Company schedule of applicable service dates.

The Telephone Company shall make available to all customers, upon request, a schedule of applicable service intervals for Switched Access Services. The schedule shall specify the applicable service interval for services and the quantities of services that can be provided by a requested service date. Any associated material will be provided upon request and within a reasonable period of time.

The Telephone Company will not accept orders for service dates which exceed the applicable service date by more than six months.

Access Services will be installed during Telephone Company business days. If a customer requests that installation be done outside of scheduled work hours, and the Telephone Company agrees to this request, the customer will be subject to applicable Additional Labor Charges as set forth in 17.4.3(A) following.

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## ACCESS SERVICE

5. Access Ordering (Cont'd)5.1 General (Cont'd)5.1.2 Expedited Orders

When placing an Access order, a customer may request a service date that is prior to the applicable service date. Additionally, a customer may also request an earlier service date on a pending Access order. In this case, an access order modification as set forth in 5.4 following would be required. If the Telephone Company determines that the service can be provided on the requested date and that additional labor cost or extraordinary costs are required to meet the requested service date, the customer will be notified and will be provided with an estimate of the additional charges involved. Charges will be billed at actual cost, not to exceed 10 percent over estimated charges. Such additional charges will be determined and billed to the customer as explained following.

To calculate the additional labor charges, the Telephone Company will, upon authorization from the customer to incur the additional labor charges, keep track of the additional labor hours used to meet the request of the customer and will bill the customer at the applicable Additional Labor charges as set forth in 17.4.3(A) following.

If appropriate, special construction charges will be negotiated between the customer and the Telephone Company, in accordance with Telephone Company procedures and practices.

When the request for expediting occurs subsequent to the issuance of the Access order, a Service Date Change Charge as set forth in 17.4.1(B) following also applies.

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5. Access Ordering (Cont'd)

5.1 General (Cont'd)

5.1.3 Selection of Facilities for Access Orders

The option to request a specific transmission path or channel is not provided except as set forth in Section 11. following.

When there are High Capacity facilities to a hub on order or in service for the customer's use, the customer may request a specific channel or transmission path be used to provide the Switched Access Service requested in an Access Order. The Telephone Company will make a reasonable effort to accommodate the customer request.

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## ACCESS SERVICE

5. Access Ordering (Cont'd)5.2 Ordering Requirements5.2.1 Switched Access Service(A) Feature Group A

Orders for Feature Group A Switched Access Service shall be in lines. The Telephone Company shall determine the entry switch (first point of switching).

When placing an order for Feature Group A Switched Access Service, the customer shall provide the following information in addition to that set forth in 5.1 preceding:

- The number of lines and the end office to which routing is desired.
- Optional Features.
- Whether the Off-hook Supervisory Signaling is provided by the customer's equipment before the called party answers, or is forwarded by the customer's equipment when the called party answers.
- Lines to be provided as single lines.
- Lines to be arranged in multiline hunt group arrangements.
- Directionality (1-way, 2-way, etc.)
- A projected percentage of interstate use (PIU) as set forth in 2.3.11 preceding.
- The Interexchange Carrier to which the service is connected or, in the alternative, specify the means by which the FGA access communications are transported to another state.

(B) Feature Group B

Orders for Feature Group B Switched Access Service shall be in trunks. The Telephone Company shall determine the entry switch (first point of switching).

When placing an order for Feature Group B Service, the customer shall provide the following information in addition to that set forth in 5.1 preceding:

- The number of trunks.

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5. Access Ordering (Cont'd)5.2 Ordering Requirements (Cont'd)5.2.1 Switched Access Service (Cont'd)(B) Feature Group B (Cont'd)

- The end office, except when FGB is provided through a centralized equal access arrangement, to which routing is desired.
- The access tandem office when tandem routing is appropriate as the Telephone Company designated entry switch.
- Optional Features.
- Trunks to be provided as single trunks.
- Trunks to be arranged in trunk group arrangements.
- Directionality (1-way, 2-way, etc.)
- A projected percentage of interstate use (PIU) as set forth in 2.3.11 preceding.
- The Interexchange Carrier to which the service is connected or, in the alternative, specify the means by which the FGB access communications are transported to another state.
- The access code dialing arrangement (i.e., a uniform access code of 950-XXXX or 950-XXXX or an Abbreviated Dialing Arrangement (ADA) access code of N or NX). (T)
- For Feature Group B switched access service to a Mobile Telephone Switching Office (MTSO) directly interconnected to a Telephone Company access tandem office, the customer shall provide information to the Telephone Company indicating the NXX code(s) to be accessed.

(C) Feature Group C, Feature Group D and Interim NXX Translation

When placing an order for Feature Group C and D Switched Access Service, the customer shall provide:

- The number of BHMC from the customer designated premises to the end office by Feature Group and by type of BHMC, or
- For customers other than providers of MTS/WATS, the number of trunks desired between customer designated premises and an entry switch.

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ACCESS SERVICE5. Access Ordering (Cont'd)5.2 Ordering Requirements (Cont'd)5.2.1 Switched Access Service (Cont'd)(C) Feature Group C, Feature Group D and Interim NXX Translation (Cont'd)

- Optional Features.
- Interim NXX Translation options.
- A projected percentage of interstate usage (PIU) as set forth in 2.3.11 preceding.
- For Feature Group D switched access service to a Mobile Telephone Switching Office (MTSO) directly interconnected to a Telephone Company access tandem office, the customer shall provide information to the Telephone Company indicating the NXX code(s) to be accessed.

When BHMC information is provided it is used to determine the number of transmission paths as set forth in 6.2.5 following.

The BHMC may be determined by the customer in the following manner. For each day (8 am to 11 pm, Monday through Friday, excluding national holidays), the customer shall determine the highest number of minutes of use for a single hour (e.g., 55 minutes in the 10-11 am hour). The customer shall, for the same hour period (i.e., busy hour) for each of twenty consecutive business days, pick the twenty consecutive business days in a calendar year which add up to the largest number of minutes of use. Both originating and terminating minutes shall be included. The customer shall then determine the average busy hour minutes of capacity (i.e., BHMC) by dividing the largest number of minutes of use figure for the same hour period for the consecutive twenty business day period by 20. This computation shall be performed for each end office the customer wishes to serve. These determinations thus establish the forecasted BHMC for each end office.

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5. Access Ordering (Cont'd)5.2 Ordering Requirements (Cont'd)5.2.1 Switched Access Service (Cont'd)(C) Feature Group C, Feature Group D and Interim NXX Translation (Cont'd)

Customers other than MTS/WATS providers may, at their option, order FGD by specifying the number of trunks desired between customer designated premises and an end office or access tandem. When ordering by trunk quantities rather than BHMC quantities to an access tandem, the customer must also provide the Telephone Company an estimate of the amount of traffic it will generate to and/or from each end office subtending the access tandem to assist the Telephone Company in its own efforts to project further facility requirements.

When Feature Group C or D is ordered with the Interim NXX Translation optional feature, the customer shall specify the Service Access Code(s) (e.g., 8XX or 9XX) and their associated NXX code(s) to be translated within the entire LATA or Market Area. The initial and subsequent orders to add, change, or delete Interim NXX Translation codes shall be placed separately or in combination with orders to change Feature Group C or D Switched Access BHMC or trunks. Customer assigned NXX codes which have not been ordered will be blocked. (T)

Orders for the Interim NXX Translation optional feature shall not be required until such time as a customer other than an MTS/WATS provider requests Interim NXX Translation of Service Access Codes. Upon receipt of such order, the Telephone Company shall notify the MTS/WATS provider of the activation of the Interim NXX Translation Service for the Service Access Code. Following such initial activation, all customers are required to place orders for Interim NXX Translation of the Service Access Code and the Interim NXX Translation charge for the Service Access Code shall apply as set forth in 17.2.1(C) following.

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5. Access Ordering (Cont'd)

5.2 Ordering Requirements (Cont'd)

5.2.2 Reserved For Future Use

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5. Access Ordering (Cont'd)

5.2 Ordering Requirements (Cont'd)

5.2.3 Reserved For Future Use

5.2.4 Reserved For Future Use

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## ACCESS SERVICE

5. Access Ordering (Cont'd)5.2 Ordering Requirements (Cont'd)5.2.5 Miscellaneous Services

Testing Service, Additional Labor, Telecommunications Service Priority and Special Facilities shall be ordered with an Access Order or may subsequently be added to a pending order at any time up to and including the service date for the access service. When miscellaneous services are added to a pending order a service date change may be required. When a service date change is required, the service date change charge as set forth in 17.4.1(A) following will apply. When miscellaneous services are added to a pending order, charges for a design change as set forth in 17.4.1(C) following will apply when an engineering review is required. If both a service date change and an engineering review are required, both the Service Date Change and the Design Change Charge will apply as set forth in 5.4.3(B) following.

The rates and charges for these services, as set forth in Section 17. of this tariff, will apply in addition to the ordering charges set forth in Section 17. and the rates and charges for the Access Service with which they are associated.

Additional Engineering is not an ordering option, but will be applied to an Access Order when the Telephone Company determines that Additional Engineering is necessary to accommodate a customer request. Additional Engineering will only be required as set forth in 13.1 following. When it is required, the customer will be so notified and will be furnished with a written statement setting forth the justification for the Additional Engineering as well as an estimate of the charges. If the customer agrees to the Additional Engineering, a firm order will be established. If the customer does not want the service or facilities after being notified that Additional Engineering of Telephone Company facilities is required, the order will be withdrawn and no charges will apply. Once a firm order has been established, the total charge to the customer for the Additional Engineering may not exceed the estimated amount by more than 10%.

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5. Access Ordering (Cont'd)

5.3 Access Orders For Services Provided By More Than One Telephone Company

Access Services provided by more than one Telephone Company are services where one end of the Local Transport element is in the operating territory of one Telephone Company and the other end of the element is in the operating territory of a different Telephone Company or where the Interim NXX Translation service and the end office are not provided by the same Telephone Company.

5.3.1 Reserved For Future Use

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## ACCESS SERVICE

5. Access Ordering (Cont'd)5.3 Access Orders For Services Provided By More Than One Telephone Company (Cont'd)5.3.2 Meet Point Billing Ordering

Each Telephone Company will provide its portion of the Access Service within its operating territory to an inter-connection point(s) with the other Telephone Company(s). Each Telephone Company will bill the customer for its portion of the service. All other appropriate charges in each Telephone Company tariff are applicable.

For the service(s) ordered as set forth following, the customer must also supply a copy of the order to the Telephone Company in whose operating territory a customer designated premises is located and any other Telephone Company(s) involved in providing the service. Additionally, when service is provided through a centralized equal access provider, the customer must supply a copy of the order to that provider.

- (A) For Feature Group A and B Switched Access Services, the customer must place an order with the Telephone Company in whose territory the first point of switching is located, (i.e., FGA - dial tone office, FGB - access tandem or end office). The Telephone Company will designate the first point(s) of switching for FGA and FGB Services.
- (B) For Feature Group C and D Switched Access Services, the customer must place an order with the Telephone Company in whose territory the end office is located.

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## ACCESS SERVICE

5. Access Ordering (Cont'd)5.3 Access Orders For Services Provided By More Than One Telephone Company (Cont'd)5.3.2 Meet Point Billing Ordering (Cont'd)

## (B) (Cont'd)

Customers other than MTS/WATS providers may, at their option, order FGD to the access tandem. When ordered to the access tandem, and the access tandem and the end office are not in the same Telephone Company operating territory, the customer must also supply a copy of the order to each additional Telephone Company subtending the access tandem.

(C) Reserved For Future Use(D) Reserved For Future Use(E) Reserved For Future Use(F) Reserved For Future Use

(G) For initiation, additions, changes or deletions to the Interim NXX Translation code(s), the customer must place an order with the Telephone Company who provides the Interim NXX Translation. The customer must also provide a copy of the order to the Telephone Companies subtending the Interim NXX Translation office.

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5. Access Ordering (Cont'd)5.4 Charges Associated with Access Ordering5.4.1 Access Order Charge

The Access Order Charge is applied to all customer requests for new Switched Access Service. In addition, the Access Order Charge is applicable to customer requests for additions, changes or rearrangements to existing Switched Access Service with the following exceptions:

The Access Order Charge does not apply:

- When a Service Date Change Charge is applicable.
- When a Design Change Charge is applicable.
- To administrative changes as set forth in 6.4.1(B)(3) and 7.2.2(C)(3) following.
- When a change to a pending order does not result in the cancellation of the pending order and the issuance of a new order.
- When the Interim NXX Translation charge is applicable.
- When a Miscellaneous Service Order Charge is applicable.
- When a Presubscription Charge is applicable.
- When a Telephone Company initiated network reconfiguration requires a customer's existing access service to be reconfigured.

The Access Order Charge will be applied on a per order basis to each order received by the Telephone Company or copy of an order received by the Telephone Company pursuant to 5.3.2 preceding, except by the Telephone Company applying the Interim NXX Translation charge, and is in addition to other applicable charges as set forth in this and other sections of this tariff.

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## ACCESS SERVICE

5. Access Ordering (Cont'd)5.4 Charges Associated with Access Ordering (Cont'd)5.4.2 Miscellaneous Service Order Charge

A Miscellaneous Service Order Charge, as set forth in 17.4.1(D) following, applies to any service, or combination of services ordered simultaneously from Section 13. of the Tariff for which a service order is not already pending (with the exception of Presubscription (13.4) which does not have the charge applied). The Miscellaneous Service Order Charge is an administrative charge designed to compensate for the expenses associated with service order issuance.

The charge always applies to the following services since a pending service order would not exist:

- Overtime Repair (13.2.2),
- Standby Repair (13.2.3),
- Testing and Maintenance with Other Telephone Companies other than when in conjunction with Acceptance Testing (13.2.4),
- Other Labor (13.2.5),
- Maintenance of Service (13.3.2),
- Unauthorized PIC Change (13.6).

The Miscellaneous Service order Charge will also apply to the following services if they are ordered subsequent to the initial installation of the associated access service, thereby necessitating the issuance of another service order:

- Telecommunications Service Priority (13.3.3),

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5. Access Ordering (Cont'd)5.4 Charges Associated with Access Ordering (Cont'd)5.4.2 Miscellaneous Service Order Charge (Cont'd)

The charge does not apply to the following services since there would exist a pending service order:

- Additional Engineering (13.1),
- Overtime Installation (13.2.1),
- Standby Acceptance Testing (13.2.3),
- Testing and Maintenance with Other Telephone Companies when in conjunction with Acceptance Testing (13.2.4),
- Additional Cooperative Acceptance Testing [13.3.1(A)(1) and 13.3.1(B)(1)].

5.4.3 Access Order Change Charges

Access Order changes involve service date changes and design changes. The customer may request a change of its Access Order prior to the service date. The Telephone Company will make every effort to accommodate a requested change when it is able to do so with the normal work force assigned to complete such an order within normal business hours. If the change cannot be made with the normal work force during normal business hours, the Telephone Company will notify the customer. If the customer still desires the Access Order change, the Telephone Company will schedule a new service date as set forth in 5.1.2 preceding. All charges for Access Order change as set forth in 17.4.1(B) and (C) will apply on a per occurrence basis.

Any increase in the number of Switched Access Service lines, trunks or busy hour minutes of capacity will be treated as a new Access Order (for the increased amount only).

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**ACCESS SERVICE**5. Access Ordering (Cont'd)5.4 Charges Associated with Access Ordering (Cont'd)5.4.3 Access Order Change Charges (Cont'd)(A) Service Date Change

The customer may request a change of service date of a pending Access order prior to the service date. A change of service date is a change of the scheduled service date by the customer to either an earlier date or a later date which does not exceed 30 calendar days from the original service date.

If the Telephone Company determines that the customer's request can be accommodated without delaying the service dates for orders of other customers, the service date will be changed and the Service Date Change Charge, as set forth in 17.4.1(B) following, will be applied to the order.

If the service date is changed to an earlier date, and the Telephone Company determines additional labor or extraordinary costs are necessary to meet the earlier service date requested by the customer, the customer will be notified by the Telephone Company that Expedited Order Charges as set forth in 5.1.2 preceding apply. Such charges will apply in addition to the Service Date Change Charge.

If the requested service date exceeds 30 calendar days following the original service date, and the Telephone Company determines that the customer's request can be accommodated, the Telephone Company will cancel the original order and apply the Cancellation Charges as set forth in 5.6.3 following. A new Access Order with a new service date will be issued. The Service Date Change Charge will not apply, however, the Access Order Charge will apply to the new order.

If the service date is changed due to a design change as set forth in (B) following, the Service Date Change Charge will apply.

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5. Access Ordering (Cont'd)5.4 Charges Associated with Access Ordering (Cont'd)5.4.3 Access Order Change Charges (Cont'd)(B) Design Change

The customer may request a design change to the service ordered prior to the requested service date. A design change is any change to an Access order which requires engineering review. An engineering review is a review by Telephone Company personnel, of the service ordered and the requested changes to determine what changes in the design, if any, are necessary to meet the changes requested by the customer. Design changes include such things as the addition or deletion of optional features or functions or a change in the type of Transport Termination (Switched Access only). Design changes do not include a change of customer designated premises, first point of switching, or Feature Group type. Changes of this nature will require the issuance of a new order and the cancellation of the original order with appropriate cancellation charges applied.

The Telephone Company will review the requested change, notify the customer whether the change is a design change, if the change can be accommodated and if a new service date is required. If the customer authorizes the Telephone Company to proceed with the design change, a Design Change Charge as set forth in 17.4.1(C) following will apply in addition to the charge for Additional Engineering as set forth in 17.4.2 following. If a change of service date is required, the Service Date Change Charge as set forth in 17.4.1(B) following will also apply. The Access Order Charge as specified in 17.4.1 following does not apply.

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ACCESS SERVICE

5. Access Ordering (Cont'd)

5.5 Minimum Periods and Cancellations

5.5.1 Minimum Periods

The minimum period for which all Access Service is provided and for which charges are applicable, is one month.

5.5.2 Development of Minimum Period Charges

When Access Service is disconnected after commencement of service but prior to the expiration of the minimum period, charges are applicable for the balance of the minimum period. A disconnect constitutes facilities being returned to available inventory.

The Minimum Period Charge for monthly billed services will be determined as follows:

- (A) For Switched Access Service, the charge for a month or fraction thereof is equal to the applicable recurring charges plus any nonrecurring and/or special construction charge(s) that may be due.

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## ACCESS SERVICE

5. Access Ordering (Cont'd)5.5 Minimum Periods and Cancellations (Cont'd)5.5.3 Cancellation of an Access Order

(A) A customer may cancel an Access order for the installation of service on any date prior to the service date. The cancellation date is the date the Telephone Company receives written or verbal notice from the customer that the order is to be cancelled. The verbal notice must be followed by written confirmation within 10 days. If a customer or a customer's end user is unable to accept Access Service within 30 calendar days after the original service date, the customer has the choice of the following options:

- The Access Order shall be cancelled and charges set forth in (B) following will apply or,
- Billing for the service will commence.

In such instances, the cancellation date or the billing date, depending on which option is selected by the customer, shall be the 31st day beyond the original service date of the Access Order.

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5. Access Ordering (Cont'd)5.5 Minimum Periods and Cancellations (Cont'd)5.5.3 Cancellation of an Access Order (Cont'd)

- (B) When a customer cancels an Access order for the installation of service, a Cancellation Charge will apply as follows:
- (1) Installation of Switched Access Service facilities is considered to have started when the Telephone Company incurs any cost in connection therewith or in preparation thereof which would not otherwise have been incurred.
  - (2) Where the customer cancels an Access Order prior to the start of installation of access facilities, no charges shall apply.
  - (3) Where installation of access facilities has been started prior to the cancellation, the charges specified in (a) or (b) following, whichever is lower, shall apply.
    - (a) A charge equal to the costs incurred in such installation, less estimated net salvage. Such costs include the nonrecoverable cost of equipment and material ordered, provided or used, plus the nonrecoverable cost of installation and removal including the costs of engineering, labor, supervision, transportation, rights-of-way and other associated costs;
    - (b) The charge for the minimum period of Switched Access Service ordered by the customer.
- (C) When a customer cancels an order for the discontinuance of service, no charges apply for the cancellation.

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5. Access Ordering (Cont'd)5.5 Minimum Periods and Cancellations (Cont'd)5.5.3 Cancellation of an Access Order (Cont'd)

(D) If the Telephone Company misses a service date by more than 30 days and such delay is not requested or caused by the customer (excluding those circumstances where the date is missed due to acts of God, governmental requirements, work stoppages and civil commotions), the customer may cancel the Access Order without incurring cancellation charges.

5.5.4 Partial Cancellation Charge

Any decrease in the number of ordered Switched Access Service lines, trunks or busy hour minutes of capacity will be treated as a partial cancellation and charges will be determined as set forth in 5.5.3(B) preceding.

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