

# Short Code Migration Letter

Date: **MM/DD/YYYY**

To Whom It May Concern,

This letter authorizes the transfer of short code(s) [SC] from [Current aggregator] to eCourtDate on behalf of Sinch America. The effective date of migration will be [month//day/year]

Regards,

**Please Print and Sign Here**

**Print Name Here**

**Organization Name**

**Address**

# Order Information Request Form

**Campaign Info:**

|  |  |
| --- | --- |
| Current Aggregator |  |
| Campaign Name (2 – 3 Words) |  |
| Traffic Charge (Standard rate or FTEU) |  |
| Short Code |  |
| Program Description (1-2 sentences) |  |
| Migrated SC? (Yes/No) |  |
| Projected Monthly Volume |  |
| Expected launch date |  |

**Content Definition:**

|  |  |
| --- | --- |
| Message Type (SMS/MMS) |  |
| Subscription Type (Subscription/One-Off) |  |
| Call – To –Action (how does the end user find out about this program?) |  |
| Opt-in Message (If using double opt in, please input entire flow in this box) |  |
| Sample Messages (N/A for one-time programs) |  |

**Carrier Coverage:**

|  |  |
| --- | --- |
|  | AT&T Mobility Verizon Wireless  T-Mobile & MetroPCS  US Cellular |
|  |
|  |
| Google Voice |
|  | Associated Carrier Group (ACG) Interop Carrier Group  ClearSky Carrier Group  Claro Puerto Rico |
|  |
|  |
|  |

**Customer Care:**



|  |  |
| --- | --- |
| Opt Out MT (response to STOP, etc.) |  |
| Help MT (response to HELP) |  |
| Customer Care Email Address |  |
| Customer Care Web URL |  |
| Customer Care Toll-Free Number |  |

**Terms & Conditions:**

|  |  |
| --- | --- |
| Terms & Conditions URL |  |
| If T&Cs URL is not working, please provide SMS T&Cs verbiage (or provide a screenshot): |  |

**Contacts:**

|  |  |
| --- | --- |
| Please provide the email address of any one who should receive emails in regards to the progress of this order: |  |

**Additional Attachments:**

* If Call to Action is not accessible (in production) currently, please provide a screenshot/mock up
* Short code receipt (Sinch will provide this if we are purchasing code on your behalf)
* New content providers will need to provide the vetting form
* Migration letter (if applicable)
* MMS sample image (if applicable)