

# Verizon B2B Campaign

- App Scrub Sheets -

TELECOM APP			
<b>SECTION 1 - General</b>	REP	S1	S2
BLUE PEN USED			
NO STRIKEOUTS			
FIRST APP # ON ADD'L APPS (IF APPLICABLE)			
SERVICE TYPE CHECKED (ONLY ONE)			
LOCAL CARRIER FILLED IN (IF WINBACK)			
<b>SECTION 2 - Customer Info</b>	REP	S1	S2
COMPANY NAME			
BTN (OR "000-000-0000" IF NEW SERVICE)			
SERVICE ADDRESS (NO P.O. BOXES)			
BILLING ADDRESS (OR "SAME")			
CONTACT NAME/NUMBER/TYPE			
CONTACT FAX (OR "NO FAX AVAILABLE")			
<b>SECTION 3 - Notes &amp; Products</b>	REP	S1	S2
BTN IN NOTES (IF EXISTING VZ CUSTOMER)			
RECASTS IDENTIFIED IN NOTES (IF APPLICABLE)			
RENEWALS IDENTIFIED IN NOTES (IF APPLICABLE)			
# OF PIC CHANGES IN NOTES (IF APPLICABLE)			
X-PAK DETAILS IN NOTES (IF APPLICABLE)			
DUE DATE			
VM ACCESS CODE (IF APPLICABLE)			
CHARGES - NRC/T&M/MRC (OR "\$0")			
PRODUCT CHECKBOXES MATCH NOTES			
# OF MONTHS FILLED IN (IF TERM)			
CUSTOMER INITIALS (IF TERM)			
<b>SECTION 4 - Features Grid</b>	REP	S1	S2
CUSTOMER INITIALS BY EVERY BTN/WTN			
PHONE NUMBERS FILLED IN			
CARRIER COLUMNS FILLED IN (NO BLANKS)			
LD PLANS COLUMN FILLED IN (NO BLANKS)			
TYPE OF SERVICE COLUMN FILLED IN (NO BLANKS)			
LEGEND CODES USED (BOTH PRODUCT & TERM)			
NO "X-PAK" IN THE GRID			
"000-000-0000" (FOR NEW LINES)			
"VZ" IN LOCAL COLUMN (FOR NEW LINES)			
NO "VZ" IN LT/LD COLUMNS (FOR NEW LINES)			
"VZ" IN LOCAL COLUMN (IF MCI WINBACK)			
"2VZ" IN LOCAL COLUMN (IF OTHER WINBACK)			
"M-T" CODE USED FOR RECASTS (IF APPLICABLE)			
"TR" CODE USED FOR RENEWALS (IF APPLICABLE)			
GRID MATCHES NOTES			
GRID MATCHES PRODUCT CHECKBOXES			
<b>SECTION 5 - Listing &amp; Business Entity Info</b>	REP	S1	S2
LISTING ADDRESS (IF WINBACK OR NEW SERVICE)			
Y/W PAGE LISTING (IF WINBACK OR NEW SERVICE)			
COMPANY NAME (IF WINBACK OR NEW SERVICE)			
OWNER NAME (IF WINBACK OR NEW SERVICE)			
OWNER TITLE (IF WINBACK OR NEW SERVICE)			
"EXISTING VZ CUSTOMER" & BTN (IF APPLICABLE)			
OWNERSHIP CATEGORY CHECKED			
HOME ADDRESS (IF SOLE OWNER/PARTNERSHIP)			
HOME PHONE (IF SOLE OWNER/PARTNERSHIP)			
SSN/DL # & DOB (IF SOLE OWNER/PARTNERSHIP)			
FEDERAL TAX ID (IF CORPORATION)			
STATE & YEAR OF INCORP (IF CORPORATION)			
<b>SECTION 6 - Essentials</b>	REP	S1	S2
REP NAME (PRINTED, NOT SIGNED)			
CUSTOMER INITIALS FOR DISCLOSURE STATEMENTS			
DISCLOSURES MATCH NOTES/CHECKBOXES/GRID			
CUSTOMER NAME & SIGNATURE			
SALES DATE			
RELATED APP #'s (OR "NONE")			
AGENT ID (OFFICE & REP CODE)			
HELP DESK CODE			
TPV CODE (OR "NO TPV REQUIRED")			
STANDARDIZED NUMBERS & LETTERS USED			
HELP DESK AGENT NAME AT BOTTOM OF APP			
CUSTOMER'S BTN AT BOTTOM OF APP			
<b>SECTION 7 - Extra Paperwork</b>	REP	S1	S2
HELP DESK SCRIPT			
COPY OF BILL (IF WINBACK)			
RESPORG FORM (FOR TOLL FREE)			
COMPLETED SCRUB SHEET			

BROADBAND APP			
<b>SECTION 1 - General</b>	REP	S1	S2
BLUE PEN USED			
NO STRIKEOUTS			
SERVICE TYPE CHECKED			
FDM OR X-PAK DISCOUNT (IF APPLICABLE)			
BUSINESS HOURS & BEST TIME (IF APPLICABLE)			
CHARGES - NRC & MRC (OR "\$0")			
<b>SECTION 2 - Customer Info</b>	REP	S1	S2
COMPANY NAME			
SERVICE ADDRESS (NO P.O. BOXES)			
BILLING ADDRESS (OR "SAME")			
SHIPPING ADDRESS (OR "SAME")			
SHIPPING CONTACT NAME			
SHIPPING CONTACT NUMBER			
EMAIL ADDRESS (OR "NO EMAIL AVAILABLE")			
ORDER CONTACT NAME			
CONTACT NUMBER & TYPE			
CONTACT FAX (OR "NO FAX AVAILABLE")			
<b>SECTION 3 - Service Info</b>	REP	S1	S2
BROADBAND SERVICE CHECKED (ONLY ONE)			
BROADBAND QUALIFIED PHONE NUMBER			
EXISTING VERIZON BTN (IF APPLICABLE)			
<b>SECTION 4 - Package Info</b>	REP	S1	S2
DSL/FIOS PACKAGE CHECKED			
PACKAGE DETAILS INDICATED (IF APPLICABLE)			
OPTIONAL FEATURES CHECKED (IF APPLICABLE)			
<b>SECTION 5 - Requirements</b>	REP	S1	S2
OPERATING SYSTEM CHECKED			
ETHERNET CARD CHECKED			
CHANGING ISP CHECKED			
INSTALLATION CHECKED			
EMAIL/DOMAIN CHECKED (IF APPLICABLE)			
DNE MAIL BOXES INDICATED (IF APPLICABLE)			
<b>SECTION 6 - Equipment &amp; Notes</b>	REP	S1	S2
MODEM/ROUTER CHECKED			
ADDITIONAL FILTERS CHECKED (IF APPLICABLE)			
BTN IN NOTES (IF EXISTING VZ CUSTOMER)			
NOTES MATCH PACKAGE CHECKBOXES			
<b>SECTION 7 - Essentials</b>	REP	S1	S2
REP NAME (PRINTED, NOT SIGNED)			
CUSTOMER INITIALS FOR DISCLOSURE STATEMENTS			
DISCLOSURES MATCH CHECKBOXES & NOTES			
<b>1-YEAR TERM INDICATED FOR FIOS (NO 2-YEAR)</b>			
CUSTOMER NAME & SIGNATURE			
SALES DATE			
RELATED APP #'s (OR "NONE")			
AGENT ID (OFFICE & REP CODE)			
HELP DESK CODE			
STANDARDIZED NUMBERS & LETTERS USED			
HELP DESK AGENT NAME AT BOTTOM OF APP			
CUSTOMER'S BTN AT BOTTOM OF APP			
<b>SECTION 8 - Extra Paperwork</b>	REP	S1	S2
COMPLETED SCRUB SHEET			
<b>Numbers: 1 / 7, 0, 5, 2, 4 / 9</b> <b>Letters: I / L, O, \$, Z</b>			

Rep Name: \_\_\_\_\_

Telco LOA#: \_\_\_\_\_

Broadband LOA#: \_\_\_\_\_

Scrub #1: \_\_\_\_\_

Scrub #2: \_\_\_\_\_