

## **Instructions for completing the Statewide Average Rate Data Collection Worksheet**

The worksheet is available on the Commission's website in Excel. Please download and save the worksheet to your computer before attempting to complete it. When you have completed the worksheet, please electronically forward it to [walter.cecil@psc.mo.gov](mailto:walter.cecil@psc.mo.gov) by September 30, 2005 or as otherwise directed by the Commission. If you have any questions, please call (573) 751.7527 or use the above e-mail address.

Please provide your company name and contact information in the spaces provided on the accompanying spreadsheet (Cells B1-B4).

### **The following information should be provided on an exchange-specific basis as of August 28, 2005:**

- 1. Exchange Name:** Please indicate the exchange name in the space provided.
- 2. Single-Lines:** Single-line refers to single-line basic local telecommunications service. Quantities requested for single-line basic local telecommunications service should not include multi-line services such as PBX trunk service, Centrex services or other multi-line services provided to a customer.
  - a.) Stand-Alone Single-Lines:** Quantify the number of respective residential and business customers subscribing to single-line basic local telecommunications service on a stand-alone basis.
  - b.) Bundled Single-Lines:** Quantify the number of respective residential and business customers subscribing to single-line basic local telecommunications service as a bundled or packaged service. A bundled or packaged service refers to a service where basic local telecommunications service is combined with one or more other telecommunications services and/or non telecommunications services. **Note: If your company does not distinguish bundled single lines versus stand-alone single lines simply identify total single-lines in the "stand-alone" column.**
- 3. Local Rate:** Identify the applicable single-line basic local telecommunications service rate applied to respective single-line residential and single-line business customers in the exchange.
- 4. EAS or other Mandatory Plan Rate:** Identify the applicable rate applied to all respective residential and business customers in the exchange for any mandatory expanded calling arrangements such as Extended Area Service where all customers are assessed an additional monthly charge for the service. Do not include rate information for any optional expanded calling services.