

NOTICE OF RIGHT TO CANCEL THE CONTRACT

The trader should complete Part 1 of this form. If the customer wishes to exercise his/her right to cancel the contract within the Cancellation Period Part 2 should be completed, detached and returned to the trader. If the consumer wishes for the work to be started prior to the expiry of the Cancellation Period Part 3 should be completed, detached and returned to the trader.

1. **Date of Issue**.....

Contract Reference No/Order No/or description of contract.....

Name and address of Trader.....

Name and address of person to whom the Cancellation Notice may be given, or email address to which it may be sent ...

Customer Cancellation Rights You may have the right to cancel this contract if you wish within fourteen calendar days starting on the day this Notice of Right to Cancel is issued. Cancellation should be communicated in writing by delivery, post or email to the person shown above. You are advised to take a copy of the Cancellation Notice before returning it to the trader.

The following Cancellation Notice (Part 2) may be used to exercise this Right as stated above, if using post it is advised to obtain a Certificate of Posting or Recorded Delivery Slip.

Work begun prior to the expiry of the Cancellation Period If you require the work to commence before the fourteen day Cancellation Period expires you are required to confirm this in writing and can use Part 3 of this form to do so.

If you have agreed, in writing, that work will commence before the fourteen day Cancellation Period expires AND you subsequently cancel in accordance with your rights, you are advised that reasonable payment may be due for any work carried out.

2. **Cancellation Notice**

If you wish to cancel the contract you **MUST DO SO IN WRITING** and deliver it to the person names below either in person, by post or by email. You may use this Part of this form to do this but you do not have to.

Complete, detach and return **ONLY IF YOU WISH TO CANCEL THE CONTRACT** within the fourteen day cancellation period.

To:

I/we (delete as appropriate) hereby give notice that I/we wish to cancel my/our contract Reference Number:

Name:..... Date.....

Address..... Post Code.....

3. **Work commencing prior to the expiry of the fourteen day Cancellation Period**

If the customer agrees that work may start before the Cancellation Period expires they should sign below to confirm this agreement and that they understand that if they decide to cancel within fourteen days, reasonable payment may be due for work carried out prior to cancellation.

I/we agree that work under my/our contract Reference Number..... may commence on before the Cancellation Period has expired.

I understand that if I decide to cancel within fourteen days I may be asked to pay for any work that has been carried out prior to my/our cancellation.

Signed..... Dated.....

Name.....

Address.....Postcode.....