

**\*\*\* Company name \*\*\***

## **Notice of Right to Cancel the Contract**

(The trader should complete the section below. The customer should retain this.)

If the customer wishes to exercise his/her right to cancel the contract, the top section overleaf should be completed, detached and returned to the Trader.

**Date of Issue**

**Name and address of Trader**

**Contract Reference No/Order no/or description of contract**

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

### **Customer Cancellation Rights**

You have the right to cancel this contract if you wish, within seven working days starting on the day this Notice of Right to Cancel is issued. Cancellation should be communicated in writing or by e-mail to the person shown above.

The Cancellation Notice form overleaf may be used to exercise this right and can be delivered in person, by email or sent by post – in which case you should obtain a Certificate or Posting or Recorded Delivery slip. You are advised to take a copy of the cancellation notice before returning it to the Trader.

### **Work begun prior to the expiry of the cancellation period**

If you have agreed in writing that work will commence before the seven working 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. You are asked to confirm in writing that work may commence before your cancellation period expires. You can use the lower half of the form overleaf to do this.

## Cancellation Notice

(Complete, detach and return this portion of the form **ONLY IF YOU WISH TO CANCEL THE CONTRACT**)

To:

(Trader to insert name and address of the person to whom notice may be given.)

I/We (delete as appropriate) hereby give notice that I/we wish to cancel my/our contract. (Trader to insert contract ref no, or name and address of customer)

(Trader to insert contract ref no, or name and address of customer)

Signed .....

Date .....

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## Work commencing prior to the expiry of the 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 seven working days, reasonable payment may be due for works already carried out prior to cancellation.

I/We agree that ..... (Traders name) may commence work on.....  
(date), before my cancellation period has expired.

I understand that if I decide to cancel within seven working days, I may be asked to pay for any work that has been done prior to my cancellation.

Signed .....

Date .....