

Notice of Right to Cancel the Contract (example)

(The Trader should complete the top half of this form. If the customer wishes to exercise his/her right to cancel the contract, the lower portion should be completed, detached and returned to the Trader) The customer should retain this section of the form.

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 calendar days starting on the day this Notice of Right to Cancel is issued. Cancellation should be communicated in writing or by email to the person shown above.

The bottom of this form may be used to exercise this right and can be issued in person 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 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.

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 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 the consumer)

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

Signed.....

Date.....

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 days, reasonable payment may be due for work 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 days, I may be asked to pay for any work that has been carried out prior to my cancellation.

Signed.....

Date.....