

## Notice of the Right to Cancel

**Trader details:** (name/postal address/contact details/inc email address if applicable)

**Customer Details:** (name/address)

**Contract Details:** (ref number/details etc. sufficient to identify contract or offer)

**Date:**

You (the customer) have the right to cancel this contract if you wish. This right can be exercised by delivering, or sending notice to.....(trader) at any time within the period of 7 days starting with the date of receipt of this notice. The notice of cancellation is deemed to be served as soon as it is posted or sent or in the case of electronic communication from the day it is sent. If work on the above contract has begun, with your written agreement, before the end of the cancellation period, you may be required to pay for any good or services supplied.

You may use this cancellation form provided below only if you wish to do so.

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'If you wish to cancel the contract you **MUST DO SO IN WRITING** and deliver personally or send (which may be by email) this to the person named below. You may use this form if you want to but you do not have to.

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

**To:** .....(trader to insert name and address of person to whom notice may be given within their business)

**I/We** (delete as appropriate) **hereby give notice that I/We** (delete as appropriate) **wish to cancel my/our** (delete as appropriate) **contract**..... (Trader to insert reference number, code or other details to enable the contract or offer to be identified) (The trader may also insert the name and address of the consumer.)

**Signed:**

**Name and Address:**

**Date:**

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Trader Name:

I ..... (consumer's name and address) understand that by accepting commencement of the contract for: (details of contract and start date) prior to the end of the 7 day cooling-off period beginning on .....(date of consumer receiving the 'notice of the right to cancel') that I may be required to pay for goods and services provided up to the point of cancellation and/or may be under a duty to restore any goods acquired before cancellation and meanwhile to retain possession of the goods and to take reasonable care of them.

**Signed:**

(Customers signature)

**Date:**