(Company details here)

**Cancellation form**

I/We\* hereby give notice that I/We\* cancel my/our\* contract of sale of the following goods\*/for

the supply of the following service\*,

Ordered on\*/received on\*

Name of consumer(s)

Address of consumer(s)

Signature of consumer(s)

Date

*\* Delete as appropriate*

**Supply of service in cancellation period**

I/We\* wish the performance of the service provided to start within the 14 days cancellation period, the first day being the date the contract is concluded.

Name of consumer(s)

Address of consumer(s)

Signature of consumer(s)

Date

*\* Delete as appropriate*

**Right to Cancel**

You have the right to cancel this contract within 14 days without giving a reason.

The cancellation period will expire after 14 days from the day of the conclusion of the contract.

To exercise the right to cancel, you must inform us of your decision to cancel this contract by a clear statement (e.g. a letter sent by post, fax or email).

You may use the attached cancellation form, but this is not obligatory.

To meet the cancellation deadline, it is sufficient for you to send your communication concerning your exercise of the right to cancel before the cancellation period has expired.

**Trader Details**

If you cancel this contract, we will reimburse to you all payments received from you, including the cost of delivery (except for supplementary cost arising if you chose a type of delivery other than the least expensive type of standard delivery offered by us).

We may make a deduction from the reimbursement for loss in value of any good supplied, if the loss is the result of unnecessary handling by you.

We will make the reimbursement without undue delay, and not later than 14 days after the day on which we are informed about your decision to cancel the contract.

We will make the reimbursement using the same means of payment as you used for the initial transaction.

**Request to Start Work within the Cancellation Period**

Where you the consumer enters into the specified contract and you wish the performance of the contract to begin before the end of the cancellation period, you must request this in a durable medium i.e. by writing, email or fax.

**REQUEST TO START WORK**

To (company):

I/We hereby ask you to start work on our contract on a date that we will/have already agreed.

I/We understand that I/we have a right to cancel this contract, as described above, within the cancellation period which ends 14 days after I/we take possession of any goods that you are supplying. I/We also understand that following cancellation I/we may have to pay certain labour costs or have some reduction of our reimbursement as described above.

Contract/confirmation date:

Name of consumer(s),

Address of consumer(s),

Signature of consumer(s) (only if this form is notified on paper),

Date