

Notice of right to cancel the contract

Date of issue:

Name and address of trader:

Contract reference no:

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

The Consumer has the right to cancel the contract if he wishes and that right can be exercised by delivering, or sending (including by electronic mail) a cancellation notice to the trader at any time within the period of seven days starting with the day of receipt of a notice in writing of the right to cancel the contract. Cancellation should be communicated in writing or by email to the person shown above.

Cancellation is deemed to be served as soon as it is posted or sent to a trader, or, in the case of an electronic communication from the day it is sent to the trader.

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 of 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

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

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



To:

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

[Trader Insert reference number, code or other details to enable the contract or offer to be identified]. He may also insert the name and address of the consumer.]

Signed..... **Date**.....

Guide to Completing the Notice of the Right to Cancel the Contract

Notice of the right to cancel the contract

Date of issue:

31/12/2008

Name and address of trader:

W R Trading Ltd
The Water Front
Timbuktu
DD11 1BG

Contract reference no:

12345

Name and address of person to whom the cancellation notice may be given, or an email address to which it may be sent.

Mr John Smith
W R Trading Ltd
The Water Front, Timbuktu, DD11 1BG

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To:

Mr John Smith
I am Trading Ltd, The Water Front, Timbuktu, DD11 1BG

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

Mr Joe Bloggs, 1 Timbuktu Road, Timbuktu, DD11 1AH
Contract Reference No: 12345

[Trader Insert reference number, code or other details to enable the contract or offer to be identified]. He may also insert the name and address of the consumer.]

Signed..... **Date**.....