

A N Other trading as City Council

*(Insert identity of trader making the contract).*

You have a right to cancel this contract at any time within the period of 7 days starting from the receipt of this notice; notice of cancellation must be sent to the person named in the notice below.

Notice of cancellation is served at the time you post or send the notice or on the day you send it electronically.

NOTICE OF RIGHT TO CANCEL

If you wish to cancel the contract you **MUST DO SO IN WRITING** and deliver personally or send (which may be by electronic mail) 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: A N Other trading as City Council 1 Anywhere Street Southampton SO14 xxx

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

Job Reference number

.....

Signed.....

Name and Address.....

Date.....

A N Other trading as City Council

*(Insert identity of trader making the contract).*

Agreement to start work before the above 7 day cancellation period.

I agree that work described in contract reference ..... can be started on .....date.

I understand that if I subsequently cancel this contract within 7 days from receiving notice of the right to cancel I will have to pay a reasonable amount for the goods or services provided under the contract prior to cancellation

Customers signature

Customers name and address

Date.

SAMPLE