



**Xxxxx XXXXXXXX Ltd**  
 Company No: NNNNNNNNN  
 NN XXXXXXXXX XXXXXX  
 XXXXXXXXXXXXX  
 XXNN NXX  
 07NNNNNNNNNN  
[XXXX@XXXXXXX.co.uk](mailto:XXXX@XXXXXXX.co.uk)  
[www.XXXXXXXX.co.uk](http://www.XXXXXXXX.co.uk)

**Quotation**

Date:.....

Quote No:.....

Customer name(s): .....

Address: .....

.....

Qty	Description	Unit price	Total
<p>The amount quoted is inclusive of delivery of materials and all taxes</p>		<b>Total Amount</b>	

I agree that the amount due on this contract will be payable upon completion of the work detailed above.

Signed: .....

Please see overleaf for the cancellation notice that I am required to provide you with by the *Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013*.

Thank you for your business.

**Information about your right to cancel**

You have the right to cancel this contract within 14 days without giving any reason\*.

For **Service Contracts**, the cancellation period will expire 14 days from the day of the conclusion of the contract. This means from the day it is made or agreed.

For **Sales Contracts** (for goods or goods and services), the cancellation period will expire after 14 days from the day on which you acquire, or a third party other than the carrier and indicated by you acquires, physical possession of the goods. In the case of a contract relating to multiple goods ordered by the consumer in one order and delivered separately, the cancellation period will expire after 14 days on which you acquire, or a third party other than the carrier and indicated by you acquires, physical possession of the last goods.

**Exercising the right to cancel**

To exercise the right to cancel, you must inform us - Xxxxxx Xxxxxxxx t/a Xxxxxxxx Xxxxxxxx, NN Xxxxxx Xxxxxx, Xxxxxxxx, XXNN NXX, xxxx@xxxxxxx.co.uk - of your decision to cancel this contract by a clear statement (e.g. a letter sent by post, fax or e-mail). You may use the attached model cancellation form but it 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.

**Effects of cancellation**

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

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

We will make the reimbursement without undue delay and not later than –

- a) 14 days after the day we receive back from you any goods supplied, or
- b) (if earlier) 14 days after the day you provide evidence that you have returned the goods, or
- c) If there were no goods supplied, 14 days after the day on which we are informed about your decision to cancel this contract.

We will make this reimbursement using the same means of payment as you used for the initial transaction, unless you have expressly agreed otherwise; in any event, you will not incur any fees as a result of the reimbursement.

We will collect the goods at our own expense.

You are only liable for any diminished value of the goods resulting from the handling other than what is reasonably necessary to establish the nature, characteristics and functioning of the goods.

If you expressly requested to begin the performance of **services** during the cancellation period, you shall pay us an amount which is in proportion to what has been performed until you have communicated us your cancellation from this contract, in comparison with the full coverage of the contract.

Payment of the contract amount is due on satisfactory completion of the work with all goods being supplied in conformity with the contract. It is our responsibility to supply you with goods that meet your consumer rights. If you have any concerns that we have not met our legal obligations, please contact us.



**Cancellation Form**

To: Xxxxxx Xxxxxxxx t/a Xxxxxxxx Xxxxxxxx, NN Xxxxxx Xxxxxx, Xxxxxxxx, XXNN NXX, [xxxx@xxxxxxx.co.uk](mailto:xxxx@xxxxxxx.co.uk)

I/We\* hereby give notice that I/we\* wish to cancel my/our\* contract of sale of the following goods/for the supply of the following service\* (\* Delete as appropriate)

Quote No: ..... Job description:.....  
[trader to insert details or reference number to enable the contract or offer to be identified]

Name of consumer(s): .....

Address of consumer(s): .....

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

Date: .....